

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: TEACHER (Pre-School)

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: FAMILY AND CHILD SERVICES SUPERVISOR

ISSUE DATE: 6/07

GENERAL POSITION SUMMARY:

The Direct Service Teacher position is responsible for the implementation of direct services to the children and their families assigned to the Direct Service Team, which is made up mainly of the Teacher, Family Advocate, Aide, and a Parent. Direct services include but are not limited to child development, health, nutrition, dental, mental health, disabilities services and social services. These services are provided in conjunction and cooperation with the team partner, the Family Advocate. This position is expected to be an active part of the classroom team in the classroom. The main responsibilities to the Team is to assure the child development needs are completed and performed as needed/required for Developmentally Appropriate Practices for each young child assigned to the Team. Also, that each child assigned to the Team has goal(s) set with direct parent input and incorporated into the daily classroom activities, per the early childhood classroom requirements of the Head Start/ECEAP Performance Standards. Job duties may vary due to center needs.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES:

- X Be able to effectively carry out duties and responsibility as described in the Operations Procedures Manual.
- X As a member of the Direct Service Team, generate, with parent(s), goals for each child/family in the class.
- X Plan, with Team members, Developmentally Appropriate Practices classroom activities that meet the goals of all children in the class.
- X Effectively implement the curriculums stipulated in the Operations Procedures Manual to provide for a holistic safe and healthy learning environment for the children.
- X Be responsible for maintaining and tracking materials, supplies and inventory assigned to the classroom as related to the team and site, as well as keeping the classroom clean.
- X Encourage parent participation in all aspects of the LCECP Program in accordance with the parent(s) interest and transport them when necessary.
- X Assist with housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming as needed.
- X Conduct Parent/Staff visits and Parent/Staff conferences as designated in the Operations Procedures Manual.
- X Collaborate with school district to best serve children with special needs.
- X Ensure paperwork such as files and work sampling are accurate and up-to-date.
- X Maintain confidentiality and exercise sound judgment concerning privileged information.
- X Collaborate with community agencies and school districts to ensure effective transitions for children and their families.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES: cont...

- X Maintain a neat, orderly, and safe work environment.
- X Other duties as assigned by the supervisor.
- X Be knowledgeable of and carry out Lewis-Clark Early Childhood Program's (LCECP) Culture and Custom's Policy.
- X Participate in staffing as assigned.

SECONDARY FUNCTIONS:

- X Assist in assuring that each family/child is linked to a system of health care and that the family has an ongoing source of continuous, accessible medical care.
- X Assist in working with and supporting parents in getting the health, nutrition and dental services needed by each child in the class and to also make sure the child is familiarized with these services prior to actually receiving the services.
- X Assist in assuring that families are adequately supported by the team in working toward goals the family sees as their needs to better their life situation and they are helped to initiate necessary steps toward obtaining these goals.
- X Assure that child abuse and neglect situations are reported and that there is follow up in a timely manner.
- X Assist the Family Advocate in getting intervention services for families in crisis situations.
- X Help the Family Advocate to assist parents with Parent Meetings and at parent-sponsored activities as needed.
- X Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- X Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- X Must be able to read, understand and implement professional materials.
- X Must be conscientious in looking for In-kind opportunity and record In-kind services appropriately to the agency.
- X Plan and assist with transition activities.

JOB SCOPE:

- The Teacher performs duties as outlined by the operations manual. The Teacher assumes the responsibility for the child development component, and actively assists the Family Advocate in supporting each family assigned to the team.

SUPERVISORY RESPONSIBILITIES: NONE

- This position is responsible for the smooth, developmentally appropriate operation of the classroom; overseeing the Direct Service Aide member and volunteers in conjunction with the Family Advocate member. There is no personnel evaluation responsibility (input only).

INTERPERSONAL CONTACTS:

- Has regular contact with low-income families in the center and in the families' homes. The most common internal contact will be with own team members, other teams in the center, and the site Family & Child Services Supervisor.
- Will need to be conscientious that all employees represent the Lewis-Clark Early Childhood Program (LCECP) in the community, with other agencies and also occasionally in the media.
- Contact with other teams and with families will often involve discussions and information about confidential/sensitive matters.
- It is an expectation of all Lewis-Clark Early Childhood Program (LCECP) employees that while performing their duties they assure that all adults and children are treated with “unconditional positive regard.”
- Employees are expected to keep their supervisor informed of issues, questions or concerns that may arise or come to their attention about LCECP. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- X Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- X Must be willing and able to treat everyone with “unconditional positive regard” while performing your job duties.
- X Good conflict resolution skills are essential.
- X Must be willing to look at the bigger picture of the organization beyond the Direct Service Team.
- X Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- X Ability to actively participate in team development and team-oriented processes and motivate others (parents and staff) to do the same is required.
- X Must keep confidentiality regarding clients and staff.
- X Must be able to read, understand and implement professional materials.
- X Must be able to accurately and adequately generate, complete and maintain written reports as described in the Operation Procedures Manual.
- X Must have the ability and willingness to conduct ongoing positive interpersonal interactions with individuals and groups of children and adults. The ability to analyze and solve problems in a positive manner is essential.
- X A willingness to learn to use computers (hardware/software) is required.
- X Must be willing and able to keep certification active and be willing to take classes to increase job skills and knowledge.
- X Must be willing and able to attend/participate in community organizations/events as assigned by Supervisor.

EDUCATION AND EXPERIENCE:

- Preschool CDA
- AA or Bachelor Degree in Early Childhood Education/Child Development (preferred) or a related field.

JOB CONDITIONS:

Persons holding this position:

- Requires the employee to work in an early childhood environment the majority of the 3-1/2 hour classroom period, two/four days a week (bending, sitting on the floor/small child-sized chairs while interacting with a child/children and at child's eye level).
- Requires parent/staff visits as outlined in the Operations Procedures Manual. These visits are often conducted in the homes of the families. Visits may need to be scheduled some evenings and occasionally on weekends.
- Must be able to carry food trays weighing 10-20 pounds on a regular basis between the kitchen and the classroom and be able to lift a child weighing up to 50 pounds as described in the essential functions section.
- Must pass a Health Screen and a criminal background check that meets required state, federal, and Lewis-Clark Early Childhood Program (LCECP) standards.
- Must possess a valid driver's license; have an acceptable driving record; have a safe, dependable vehicle available for possible business use; and provide proof of current vehicle insurance adequate to meet state insurance requirements.
- Must obtain a food handler card, if applicable.

Requirements by Percentage of the Workday

Physical Requirements	0-	10-	25-	50-	75-
	10%	25%	50%	75%	100%
Lifting		X			
Standing			X		
Walking			X		
Running	X				
Bending/Crouching			X		
Kneeling/Crawling		X			

Environmental Exposure	0-	10-	25-	50-	75-
	10%	25%	50%	75%	100%
Hot		X			
Humid		X			
Cold		X			
Wet/Damp		X			
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)		X			
Loud (above normal class level)	X				

Lifting weight	0-	10-	25-	50-	75-
	10%	25%	50%	75%	100%
Less than 10#				X	
10-25#		X			
25-50#		X			
50-75#	X				
75+#	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

