

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Pre-K Lead Teacher
SALARY LEVEL: FE3/LT

LAST UPDATE: 2013
REPORTS TO: Children's Services Specialist

MISSION STATEMENT: Pre-K Collaboration Lead Teacher is responsible to ensure the integration of children, family, community and organization services into the classroom and home visits of all participating families within their assigned unit. Pre-K Collaboration Lead Teacher monitors training and provides leadership for the Pre-K Collaboration Teacher and Classroom Para Professional assigned to their unit in a manner that effectively communicates best practices and models comprehensive service provision to all participating Head Start families.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Develop and design strategies to ensure the classroom and center are inviting and nurturing environments reflective of the local community.
 - Set up a classroom schedule appropriate for the High/Scope curriculum. Include representation of each individual's culture as well as the local culture shared by all. Plan, implement, evaluate and modify child activities, daily classroom activities, involving staff, volunteers and Foster Grandparents.
3. Develop and design strategies to integrate multi-cultural/anti bias principles into all aspects of the Head Start classroom in order to assure meaningful participation by all children and their families.
 - Monitor to assure that anti-bias/multicultural principles are being followed.
 - Observe and document the developmental level of each child. Individualize using appropriate tools and information from parents, staff and professionals to create an individualized plan for each enrolled child.
 - Participate in Individualized Education Plan (IEP) meetings for assigned children with special needs, as a resource person.
 - Monitor to assure that developmentally appropriate practices are being followed in the classroom.
 - Monitor and track classroom activities and atmosphere to ensure program compliance and track screening and evaluations.
 - Monitor and track child attendance. Absence of three days or more will be followed with a plan.
 - Arrange home visit schedule to meet family's needs. Collaborate with parents to develop home visit plans that meet the individual goals of the parent(s) and the child.
 - Monitor, track and update all Family Services (SS/PI) provided including Home Visits and referrals in assigned unit.
4. Utilize supervision strategies that include classroom staff and encourage the whole team unit to reach common goals.
 - Supervise assigned classroom staff and volunteers. Provide for appropriate training and ongoing evaluation to build on strengths and program training needs.
 - Utilize the data gathered from screening and observations to develop a comprehensive profile of learning styles and development in order to individualize for each Head Start Child.
 - Plan and carry out individualized health and nutrition education in the classroom and home.
 - Complete the required Personal Safety, Nutrition and Dental curriculum as per work plans.
 - Collaborate with center staff to recruit, train and support parent and community volunteers.
 - Complete Family Partnership Agreement and make appropriate referrals to assist parents in the development and implementation of their identified goals.
 - Inform parents of child's progress and potential problems.
 - Inform parents of Head Start/Early Head Start Child Abuse Policy and report suspected abuse as per Health & Nutrition Work Plan.
 - Plan and coordinate with the cook to conduct classroom food experiences.
 - Assist in planning and follow through of Child Find, as well as, Health and Safety Fair.
 - Attend Health, Education and Family Services Advisory meetings.
 - Plan and assist in program wide training as assigned.
5. Develop strategies to collaborate with the Children Service Specialist in order to share information and ensure comprehensive service delivery to families.
6. Share discipline specific information with the program Specialists in order for them to develop long-range planning and policy development.
 - Provide compiled tracking information to the Services Specialists.
 - Collaborate with Health & Nutrition Specialist to ensure completion of all health services, provide community health resource information and make necessary referrals.

- Collaborate with Health & Nutrition Specialist to develop appropriate procedures for the supervision and documentation of health checks, dental brushing and use of fluoride in the classroom.
 - Assist with recruitment activities as assigned.
7. Complete and monitor attendance and home visit reports.
 8. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Be an advocate for Head Start/Early Head Start children and families within the community.
- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- A Bachelor degree in Child Development or related field
- Evidence of a continuing commitment to personal growth
- Thorough knowledge of:
 - Theory and practice in early childhood education
 - Theory and practice in family focused intervention strategies
 - Revised Head Start/Early Head Start performance standards
 - NAEYC accreditation requirements
 - High/Scope curriculum
- Experience in:
 - Classroom experience with preschool children
 - Family focused intervention strategies
 - Supervising paraprofessional staff and/or volunteers providing health information and referral
- Excellent communication skills
- Knowledge of management practices and supervision experience possibly from a variety of sources
- Enthusiasm for the program
- An awareness that individuals can choose to effect change
- Ability to transfer information effectively to Teacher and Classroom Para Professional
- Complete criminal record check from Department of Education prior to consideration for hire

ADDITIONAL:

- Masters in Early Childhood Education or Child and Family Development or related field
- Social Services Competency Basic Training Certification
- Demonstrated active role in public organizational development
- CDA
- Class B Commercial Driver's License with Passenger (P) and School Bus (S) endorsements
- Fluency in Sign Language, Spanish, or other language
- Current or former Head Start parent

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date