

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

JOB TITLE: Pre-K Teacher
SALARY LEVEL: F

LAST UPDATE: 2013
REPORTS TO: Pre-K Lead Teacher

MISSION STATEMENT: The Pre-K Collaboration Teacher is responsible to collaborate with the Pre-K Collaboration Lead Teacher and Classroom Para Professional to ensure that direct cross component services as defined in Head Start/Early Head Start Performance Standards are provided to children and families. In collaboration with the Pre-K Collaboration Lead Teacher, they share the tasks of overall record keeping, classroom management and design, as outlined in NAEYC guidelines and in the High Scope Curriculum. The Pre-K Collaboration Teacher is responsible for facilitating the involvement of parents in their child's education, also their involvement in personal goal setting consistent with the family's culture. They also share responsibility for the supervision and training of direct service staff and volunteers assigned to their classroom.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Collaborate with classroom staff to ensure the classroom and center is an inviting and nurturing environment reflective of the local community. The cultures of participating families will be reflective of the local community.
3. Assist the Pre-K Collaboration Lead Teacher in supervising assigned classroom staff and volunteers and assist in providing appropriate training and on-going evaluation.
4. Responsible for the provision of education, social service, parent involvement, health and nutrition services to assigned families as per the CSI Head Start/Early Head Start work plans with technical assistance from Service Specialists.
5. 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.
6. Assist Pre-K Collaboration Lead Teacher to 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.
7. Facilitate communication between the School District staff and Head Start parents.
8. As a team the Pre-K Collaboration Lead Teacher, in addition to the Pre-K Collaboration Teacher will meet monthly with School District personnel in multidisciplinary meetings to review enrolled children's IEP, recruitment and enrollment status and plan collaborative activities.
9. Participate in Individualized Education Plan (IEP) meetings for assigned children with special needs. Collaborate with other staff and Disabilities Coordinator to ensure that all team members have the information necessary for effective participation in IEP meetings.
10. 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.
11. Complete the required curriculum on home visits as per work plans.
12. Serve as a resource person for families to facilitate access to social services within their communities.
13. Collaborate with staff to recruit, train and support parent and community volunteers.
14. Complete Family Partnership Agreement and make appropriate referrals to assist parents in the development and implementation of their identified goals.
15. Share current information with parents related to child progress and potential challenges.
16. Assist the Pre-K Collaboration Lead Teacher with recruitment activities as assigned.
17. Inform parents of Head Start/Early Head Start Child Abuse Policy and report suspected abuse as per Health & Nutrition Work Plan.
18. Collaborate with Health & Nutrition Specialist to ensure completion of all health services, provide community health resource information and make necessary referrals.
19. Assist in developing appropriate procedures for the supervision and documentation of health checks, dental brushing and use of fluoride in the classroom.

20. Plan and carry out individualized health and nutrition education in the classroom and home.
21. Help with the Health and Safety Fair and arrange health appointments. Identify children and families with nutritional problems informing staff of children's allergies.
22. Assist with annual Child Find activities.
23. Assist in planning and coordinating with the cook to conduct classroom food experiences.
24. Participate in an individual continuing education plan including CPR and First Aid.

ADDITIONAL:

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

QUALIFICATIONS ESSENTIAL:

- Associate degree in Early Childhood Education or Child & Family Development or related field, pertinent documentation required prior to signing an employment agreement.
- One year experience working with preschool children
- One year experience working with families
- Ability to communicate verbally
- Ability to communicate in writing
- Current drivers license
- Complete criminal record check from Department of Education prior to consideration for hire

ADDITIONAL:

- Bachelor degree in Early Childhood Education or Child & Family Development or related field
- College credits in the field of Health, Social Sciences or Education including Early Childhood, Adult or Special Education.
- Fluency in English and Spanish
- Class B Commercial Drivers License (CDL) with Passenger (P) and School Bus (S) endorsements
- Ability to lift 50 pounds with reasonable accommodation.
- Training specific to the High/Scope Curriculum.

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

Employee's Signature

Date

Witness Signature

Date