

**EASTERN IDAHO COMMUNITY ACTION PARTNERSHIP  
JOB DESCRIPTION**

**Position Title:** Teacher  
**Department:** Head Start Program  
**Supervisor:** Center Manager  
**Position Status:** Hourly, Non-Exempt  
**Starting Wage:** \$16.75- \$17.50 DOE  
**Last Reviewed:** April 2023

**POSITION SUMMARY**

This position is responsible for preparing Head Start children for successful transition into kindergarten by providing a supportive, safe, enriched learning environment. Develops individual goals for children and provides ongoing assessment of progress. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Child Contact Time**

1. Focus on the interests, strengths and needs of all children in the class, including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse.
2. Promote a respectful, sensitive, and proactive approach to each child and his or her family.
3. Promote social competence, foster emotional health, enhance physical growth, and increase cognitive skills of each child in the class, with particular emphasis on literacy.
4. Uses multicultural and anti-bias materials in the classroom and use positive guidance methods at all times.
5. Respond appropriately to crisis or emergency situations that may occur. If necessary, provide First Aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.

**Curriculum Development**

1. Develop and utilize developmentally appropriate lesson plans and activities for each class that reflect the interests, strengths, and unique needs of the children.
2. Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, two meals, and effective transitions between activities.

**Collaborative Service Delivery/Home Visits**

1. Participate in regularly scheduled meetings with classroom team to plan activities and to review observations, assessments, and screening results.
2. Coordinate with central office specialists and develop a collaborative approach that benefits all children in the classroom and meets needs as specified on the individual plans.
3. Facilitate parent/teacher conferences two times per year and complete two home visits per year, including writing summaries and plans for children.

**Written Documentation**

1. Document children's curriculum goals, IEP, or service plan goals according to program guidelines and policies. Prepare paperwork and transition plans for children who are transitioning to kindergarten at the end of the school year.
2. Administer necessary screening (developmental, behavioral, sensory, etc.) and assessments in an appropriate and accurate manner within allotted timelines.

3. Enter developmental assessment results (child outcomes) on agency software program and generate/file reports for adherence to required timelines.
4. Maintain accurate written records, including assessments, special education documentation, screening, observations, parent/teacher conferences, and other required forms.

#### **Miscellaneous**

1. Attend meetings, trainings, and appropriate professional development activities.
2. Assure general maintenance and security of facility and assist with inventory.
3. As an employee of EICAP you will assume the responsibility of understanding your role in accomplishing the strategic goals and performance measures of the Agency.
4. Maintain strict confidentiality of client files and adhere to EICAP's policies, procedures and standards of conduct at all times.
5. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
6. Exhibit a positive and professional attitude toward others, including parents, co-workers, community members, center visitors, and volunteers.
7. Complete other tasks, as assigned.

#### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities expected of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

- High school diploma or Equivalency Degree (GED), and
- Associate Degree (AA) or BS in Early Childhood Education (ECE), Child Development, or related field with at least 39 credits in ECE, and
- Two years' experience in pre-school classrooms preferred.

#### **SKILLS and ABILITIES**

- **Language Skills:** Must be proficient in English. Ability to read and interpret general business procedures. Ability to write reports and business correspondence. Ability to communicate effectively in oral and written form. Ability to speak effectively before groups of clients, community members, or employees.
- **Mathematical Skills:** Ability to apply basic concepts of mathematics. Ability to calculate and apply figures and amounts such as fractions, percentages, and proportions to practical situations.
- **Reasoning Ability:** Ability to interpret and apply commonsense understanding in order to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of work situations within the scope of the job.
- **Computer Skills:** Proficiency in Microsoft Office Suite and computer literacy regarding email, internet and program specific software and databases. Adequate typing skills are necessary for this position.

#### **OTHER SKILLS and ABILITIES**

- Knowledge of behaviors of three and four-year-old children.
- Ability to adapt curriculum to meet the needs of all the children.
- Ability to work at a rapid pace in a hectic environment.
- Working knowledge of available community resources and Head Start Performance Standards.

- Ability to speak, write and understand Spanish is a plus.
- Must be able to occasionally travel outside of service area.

**CERTIFICATES, LICENSES, and REGISTRATIONS**

- Must have a valid Idaho driver’s license.
- Reliable transportation with proof of current automobile insurance.
- Successful completion of a criminal background check.
- Must have or obtain childcare license, as locally required.
- Physical exam and Tuberculosis (TB) screening required.
- Must possess current CPR and First Aid certification or be able to certify within 90 days of employment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have adequate physical ability to move quickly in order to respond to active children that may need redirection to ensure their safety or the safety of others in the environment; is regularly required to sit, talk or hear; is frequently required to use hands to handle objects, and to stand, walk, and reach with hands and arms; also to stoop, kneel, bend, and sit on the floor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be subjected to noise generated by children at work. He/she may occasionally work near moving mechanical equipment. Office machines, including computers, are a constant companion of the successful candidate for this position. The noise level in the work environment is usually moderate. The employee may occasionally be exposed to cleaning agents and bodily fluids; the incumbent must use universal precautions and appropriate personal protective equipment at such times.

Eastern Idaho Community Action Partnership is an EEO Employer.

***My signature below indicates that I have read this job description and understand the requirements of the position and am able to perform the essential functions of the job as outlined.***

\_\_\_\_\_  
**Employee’s Signature**

\_\_\_\_\_  
**Date**