

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

**Position:** Early Head Start Teacher

**Reports To:** Site Manager

**Supervises:** N/A

**FLSA Status:**  Exempt  Non-Exempt

### **Position Purpose:**

Responsible for managing the classroom, carrying out a developmentally appropriate educational program to meet the individual needs of each child, and promoting good communication between the Head Start program, parents, and the community.

### **Specific Duties and Responsibilities:**

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Plan and implement a developmentally appropriate educational program that is inclusive of all children and based on best practices as defined by Head Start Performance Standards, NAEYC, Quality Rating System and Illinois Learning Standards.
- Provide direction to teacher aide(s) and work in partnership with the classroom team, program staff, and families, modeling respectful ways of interacting and maintaining confidentiality.
- Promote parent involvement in their child's development through home visits, parent-teacher conferences, parent newsletters, and participation in parent meetings.
- Assure that accurate and complete child development information, including developmental screenings and ongoing child assessment, is maintained in family files.

### **General Duties and Responsibilities:**

- Maintain a safe and healthy learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Follow all local, state, and federal rules and guidelines, in addition to program policies and procedures and complete required paperwork by established deadlines.
- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Use appropriate child guidance techniques and language
- Assists with recruitment activities as assigned.
- Participate in professional development activities, including program improvement committees.
- Perform other related duties as assigned.

## **Required Knowledge, Skills and Abilities:**

- **Minimum requirement: Child Development Associate Credential (CDA) with Infant-Toddler CDA preferred. Candidates without an Infant-Toddler CDA must obtain one within 15 months of hire.**
- Ability to maintain records and implement a comprehensive, individualized education program for each child.
- Ability to travel to the homes of children, trainings, meetings, or other sites as required.
- Ability to lift children.
- Respect for client and staff confidentiality.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Ability to relate well to children, parents, staff and the community.
- Must meet all requirements of Department of Children and Family Services.

## **Essential Functions:**

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.

Approved by Policy Council 2016

Signature of Employee\_\_\_\_\_

Date\_\_\_\_\_