



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

# CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

## POSITION DESCRIPTION

**Position:** Early Head Start Teacher  
**Reports To:** Site Manager  
**FLSA Status:** Non-Exempt

### **Position Purpose:**

Early Head Start Teacher is 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.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 [CCRPC.ORG](http://CCRPC.ORG)

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- Assure that accurate and complete child development information, including developmental screenings and ongoing child assessment, is maintained in family files.
- 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:**

- At a minimum, Child Development Associate Credential (CDA) with Infant-Toddler CDA preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

#### **Essential Functions:**

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- maintain child, family, staff, and program confidentiality
- relate well to children, parents, staff and the community
- effectively engage participating children and/or families



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- conduct child observations
- plan data driven instruction
- lead educational activities
- travel to homes, meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- participate outside in various weather temperatures
- work weekends and evenings as needed
- stand 80% of work week
- sit at a table or on the floor 20% of work week
- ride a school bus
- lift and carry a child up to 50 pounds
- build relationships with children and families
- make decisions based on developmentally appropriate practices and trauma informed care
- implement and practice the program's developmental curriculum and classroom management methods with fidelity
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- ability to work as a team with other teachers within your classroom and/or site
- utilize a computer and data programs to meet program requirements

### **Work Environment:**

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which may include physical and verbal aggression, daily.
- Primarily climate controlled with minimal safety/health hazard potential
- Sitting on the floor with the children
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds



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- Noise level ranges from quiet with minimal sound distractions from conversation, doors opening and closing to loud classroom environment
- Outdoor play in various weather temperatures
- Near-vision use for reading and computer work

**Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council:

March 25, 2019

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**Signature of Employee**

**Date**



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