



Tri-County Community *Action Partnership* Position Description

Position Title: Early Head Start Co-Teacher	
Department: Early Head Start	Status: Full-time/Non-Exempt
Pay Grade: Grade 8/Union	Location: Various
Position Reports to: Early Head Start Lead Teacher	

Mission Statement

“TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary

The Co-Teacher EHS provides comprehensive Early Head Start services to children and their families. The range of services this position provides includes screening, ongoing assessment; medical, dental and mental health services; child development and education; and family partnerships that focus on setting goals and identifying responsibilities, time tables, and strategies for achieving these goals.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

- Ensure the safety of all children and prevent children from being left unsupervised by using Active Supervision.
- Utilize Active Supervision strategies to ensure the safety of all children.
- Provide early, continuous, intensive, and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children through daily interactions in a center based setting.
- Ensure children receive all appropriate screenings and that referrals are made as necessary.
- Provide services to parents to support their role as parents including parenting skills and child development education as well as services to help families move toward self-sufficiency.
- Promote positive parent/child interactions with the understanding that the parent is the child’s primary teacher.
- Ensure children and parents are successfully transitioned from Early Head Start to Head Start or other community based programs.
- Promote nurturing and responsive care during infancy.
- Promote involving fathers in the lives of their children.
- Work with administrative staff to coordinate agency and community services to ensure a comprehensive array of support for the family and to eliminate overlapping of resources.
- Ensure that the level of services provided to families is appropriate for their needs and circumstances.
- Recruit families from the communities we serve.
- Create, update and maintain a variety of reports and documents.
- Maintain complete and accurate records on family’s eligibility for programs and services.
- Maintain and submit all required agency documentation in a timely manner.
- Record, assess and rate ongoing observations of each child’s development.
- Plan lessons and prepare activity materials.
- Maintain and update assessment and immunization schedules.
- Assist with conducting monthly parent meetings and ensure parent representation on Policy Council.
- Assist with daily cleaning, organizing and setting up of classrooms.

Qualifications

- Infant Toddler CDA required.
- One or more years’ experience working with children and parents required, preferably in a center-based program.
- CPR/First Aid certified preferred.

Physical Requirements

- This position includes heavy work, lifting to 75 pounds, with frequent lifting/carrying of objects weighing up to 50 pounds.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Sit for extended periods of time and perform work sitting in a classroom.
- Frequent kneeling, bending at waist and neck, and sitting on floor also frequent getting up and down from floor or seat to assist children in classroom.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment uses, reviewing detailed reports, information, and fine print.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date