



## Tri-County Community *Action Partnership* Position Description

<b>Position Title:</b> EHS Lead Teacher	
<b>Department:</b> Early Head Start	<b>Status:</b> Full-time Hourly/Non-Exempt
<b>Pay Grade:</b> Grade 9/Non-Union	<b>Location:</b> Various
<b>Position Reports to:</b> Early Head Start Lead Supervisor	

### **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 Lead Teacher, under the direction of the Early Head Start Education Manager, assists in overseeing and directing the planning, organizing, and implementation of education services for children, in addition to classroom teacher and duties which include developing and implementing individual educational plans for children. The Lead Teacher's role is unique, and the relationships he/she builds with families are the most powerful tool they have to support them and make a difference in their lives. This is a benefit eligible position.

### **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.
- Work with children in a caring/professional manner to develop, display, and implement a curriculum which incorporates a balance of child-initiated and adult-facilitated activities.
- Ensure curriculum provides varied, relevant and individualized experiences designed to foster children's social, emotional, intellectual, physical and mental development that includes health, safety, nutritional and multicultural activities.
- Guide and facilitate activities for the children including daily activities, field trips, and selecting equipment and materials for the classroom.
- Plan and submit weekly lesson plans that are developmentally appropriate for day to day center operations.
- Provide a safe, healthy, and developmentally appropriate learning environment. Maintain equipment and supplies in accordance to licensing requirements.
- Implement Head Start performance standards, DHS licensing standards, and TCC's Policies and Procedures for program quality.
- Maintain a comprehensive and ongoing portfolio assessment for each child, including weekly observations in each area and examples of the child's work.
- Conduct on-going observation, recording, assessment, and evaluation of a child's development to show growth and progress, make referrals and provide outcomes as appropriate.
- Eat with and assist children in development of social and self-help skills, and sound nutritional practices.
- Supervise Center staff as needed for efficient flow of day to day operational activities.
- Implement Agency Curriculum/Developmentally Appropriate Practices and model appropriate teaching techniques to other staff.
- Coordinate closely with Supervisor for administration of forms, policies, procedures performance appraisals, and program standards to staff.
- Assist Supervisors in training staff to implement developmentally appropriate practices and information to maintain program quality.
- Facilitate parent involvement through newsletters, conferences, phone calls, classroom volunteering, training, meetings and other activities to meet Head Start Performance Standards.
- Conduct on site staff meetings.
- Conduct home visits and conferences for children as appropriate.
- Represent TCC Action and the organization's programs to agencies, organizations, and the general public.
- Assist in recruiting families for TCC's Head Start and Early Head start programs.
- Publicize the activities of the organization, its programs, mission and goals as appropriate.

- Prepare and maintain a variety of documents, reports and analysis in a timely and accurate manner.
- Prepare and implement all reporting and analysis to provide accurate information for required reports for Head Start programs, and as needed for grant reports.
- Complete and submit required forms and records in a timely and accurate fashion, e.g., lesson plans, time sheets, meal reports, etc.
- Use authentic assessment system to individualize educational experience for each child.
- Prepare assessment reports 3 times per year.
- Serve as a resource for staff regarding Child Development Theory and appropriate teaching techniques. Work with other Teachers, Teacher Assistants and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities.

**Qualifications**

- Infant/Toddler Child Development Associate (CDA) Credential required and willing to work toward an Associates Degree to be completed within three years.
- At least one year of experience working with young children and families.
- One or more years of experience in providing work direction to staff is preferred.
- Must maintain a commitment to keep current in the profession.

**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.
- Frequent kneeling, bending at waist and neck, and sitting on floor also frequent getting up and down from seat to assist children in classroom.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.
- Ability to work occasional nights and weekends to support families, staff and community events

*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