



Tri-County Community *Action Partnership* Position Description

Position Title: Head Start Lead Teacher	
Department: Head Start	Status: Full-time/Non-Exempt
Pay Grade: Grade 9/Non-Union	Location: Various
Position Reports to: 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 Childhood Education Coordinator, assists in overseeing and directing the planning, organizing, and implementation of education services for children, in addition to classroom teacher duties which include developing and implementing individual educational plans for children.

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.
- Coordinates School Readiness in School District as per agreement.

Qualifications

- Associate’s or Bachelor's degree in Early Childhood Education; OR a Degree AND coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool-age children is required.
- One or more years of experience in pre-school education as a Teacher is preferred.
- One or more years of experience in providing work direction to staff is preferred. Additional experience 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 uses, reviewing detailed reports, information, and fine print.
- Ability to work occasional nights and weekends to support families, staff and community events
- Must possess valid MN driver’s license and proof of insurance to travel to each facility location and community events as appropriate.

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