

Missouri Valley Community Action Agency

Teacher

Department: Child and Family Development
Reports To: Assigned Senior Manager
Supervises: Teacher Assistant

Classification: Non-Exempt
Revision Date: June 25,2014

Summary

The Teacher is responsible for implementing the Creative Curriculum and planning developmentally appropriate individual activities in a safe, healthy learning environment. Services are provided within the context of the family, its culture, and the community. This position has ongoing supervision of the classroom Teacher Assistant and other staff as assigned.

Build community capacity to ensure all individuals receive a quality education and learning opportunities to meet their full potential.

This position promotes and provides opportunities to staff to embody the agency mission which is "To Engage Communities and Focus Resources to End Poverty". Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Promote positive work environment
2. Plan for and purchase classroom materials within the yearly budget
3. Maintain equipment and supplies used in classroom and on playground during group sessions
4. Participate in scheduled center staff meetings
5. Develop and implement study themes and lesson plans
6. Document required information on weekly progress report
7. Maintain confidentiality
8. Follow programmatic policies and procedures
9. Has reliable attendance
10. Must participate in all required training
11. Complete enrollment process for each family
12. Conduct appropriate number of family visits
 - A. Share child development information
 - B. Review child's progress, including IEP goals
 - C. Co-plan individual child goals, model appropriate activities when necessary
 - D. Share information concerning classroom activities
 - E. Invite parents' input into curriculum
 - F. Explain and encourage volunteer opportunities including, but not limited to,
 - a. Volunteer during children's group sessions
 - b. Assist during field trips
 - c. Assist in the kitchen
 - d. Participate in parent-child interactions through at-home activities

- e. Prepare materials for group session use
 - f. Complete monthly volunteer calendar
13. Provide information to parent committees on a regular basis
 14. Maintain appropriate programmatic documentation in each child-family file
 15. Support family efforts to access community resources
 16. Provide transition information
 17. Follow health, safety and sanitation guidelines
 - A. Maintain appropriate adult-child ratio
 - B. Conduct and document monthly fire and tornado drills
 - C. Maintain supervision of children at all times
 - D. Follow emergency, illness, and injury procedures
 - E. Model, practice and teach good hygiene
 18. Provide a learning environment which:
 - A. Supports and nurtures each child's social, emotional, and physical development
 - B. Includes a balance of active/quiet, small/large group, child initiated and teacher directed daily activities
 - C. Offers opportunities for one-on-one activities with children
 - D. Contains well-defined learning centers with developmentally appropriate materials
 - E. Promotes early language and literacy
 - F. Encourages self-control through the use of positive guidance and appropriate limits
 - 19.. Screening, assessment, observation
 - A. Conduct developmental screening and socio-emotional checklist within 45 days of child's first group session
 - B. Follow up on referrals made and implement interventions
 - 20.. Observe and document child's progress and maintain appropriate records
 - A. Teaching Strategies Gold Child Assessment
 - B. Anecdotal records
 - C. Portfolio of child's work
 - D. Individual activities on lesson plans
 - E. Family visit reports
 21. Provide program information to community organizations
 22. Establish and maintain professional relationships with
 - A. Local Education Agency
 - B. Parents As Teachers
 - C. County Health
 - D. Civic groups and organizations
 23. Recruit, train, and utilize volunteers and document their contributions
 24. Access community resources to extend learning opportunities with field trips and visitors.
 25. Demonstrate interest in furthering formal education to meet Federal degree mandates.
 26. Identify own professional growth needs and develop a plan to achieve them
 - A. As identified through the Classroom Assessment Scoring System (CLASS)
 27. Stay current in knowledge of child development by participating in continuing education training opportunities

Supervisory Responsibility

1. Orient, supervise and evaluates assigned staff
2. Orient and supervise volunteers during children's group sessions

Competencies

1. Demonstrate ability to organize and manage time effectively
2. Understanding of MVCAA Head Start Employee Programmatic Information
3. Understanding of MVCAA Personnel Policies and Procedures Manual
4. Understanding of Head Start Performance Standards and Other Regulations
5. Understanding of Program Code of Ethics
5. Knowledge of Child Development
6. Establish and maintain professional relationships with enrolled families
7. Represent the Agency well to outsiders
8. Ability to use Microsoft Office, Outlook and general computer knowledge
9. Ability to follow oral and written instructions

Work Environment

MVCAA Licensed Child Care Head Start Facilities

Physical Demands

1. Physically able to lift preschool age children
2. Physically able and willing to participate in all children's activities
3. Physically able to sit in child sized chairs or on the floor.
4. Physically able to keep up with preschool age children.

Position Type and Expected Hours of Work

1. Mid management level field staff position
2. Non-Exempt position work 40 hours per week
3. May require some over night stays for out of area training
4. May require some evening home visits.

Travel

1. Travel required in area for home visits and training.
2. Travel may be required out of area for training.
3. Use of personal vehicle required
4. Mileage reimbursed for work related travel
5. Travel expenses from an assigned duty station will be paid by the mile at the approved agency reimbursement rate.

Required Education and Experience

High School Diploma or GED

Must have an AA degree or higher in Early Childhood Education or related field

Preferred Education and Experience

Additional Eligibility Qualifications

Negative results of initial and random drug testing

Acceptable results from the Family Care Safety Registry background screening

Must have a physical exam within 30 days of employment
Must have a TB test annually
Must have a telephone in the home
Must have a valid Missouri driver's license and access to a car

Expectations

All employees will perform duties with a focus on safety and wellness
All employees will adhere to agency policies and code of ethics

Work Authorization/Security Clearance

Verification of identify and authorization for employment in the United States must be verified (Form I-9 completed)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Missouri Valley Community Action Agency (MVCAA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Signatures

This job description has been approved by:

Department Director _____

Human Resource Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____