

Missouri Valley Community Action Agency

Job Title: EHS Support Teacher Department: Child & Family Development
Reports To: EHS Center Director Supervises: N/A
Classification: Non-Exempt Salary Range: Category 3

Summary:

The EHS Support Teacher assists with the care of a group of children birth to three years old.

This position promotes and provides opportunities to staff to embody the agency mission which is “To Engage Communities and Coordinate Resources to Improve the Lives of People Experiencing 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:

- Promote positive work environment
- Light housekeeping duties to ensure the safety of children and to provide a clean environment
- Maintain equipment and supplies used in classroom and on playground
- Ensure development and implementations study themes and lesson plans
- Share information with appropriate staff concerning the enrolled children and their families
- Maintain confidentiality
- Reliable attendance
- Demonstrate ability to organize and manage time effectively
- Maintain appropriate programmatic documentation in each child-family file
- Follow health, safety and sanitation guidelines
 - Maintain appropriate adult-child ratio
 - Participate in monthly fire and tornado drills
 - Maintain supervision of children at all times
 - Follow emergency, illness, and injury procedures
 - Model, practice and teach good hygiene
- Help provide a learning environment which:
 - Supports and nurtures each child’s social, emotional, and physical development
 - Includes a balance of active/quiet, small/large group, child initiated and teacher directed daily activities
 - Offers opportunities for one-on-one activities with children
 - Contains well-defined learning centers with developmentally appropriate materials
 - Promotes early language and literacy
 - Encourages self-control through the use of positive guidance and appropriate limits
- Observe and document child’s progress and maintain appropriate records
 - Developmental Continuum
 - Anecdotal records
 - Portfolio of child’s work
 - Individual activities on lesson plans
- Demonstrate interest in furthering formal education

- Identify own professional growth needs and develop a plan to achieve them
- Stay current in knowledge of child development by participating in continuing education training opportunities
- Maintain professional relationships

Competencies:

- A Ability to use Outlook and general computer knowledge.
- Well rounded communication skills that include verbal and written.
- Ability to work and have a professional relationship with a wide range of diverse populations and cultures.
- Able to understand, follow, support and ensure compliance with Head Start.
- Performance Standards, state licensing regulations, and Personnel Policies and Procedures and other regulations.
- Demonstrate ability to organize and manage time effectively.
- Ability to establish and maintain a professional relationship with families, staff, and community partners.

Supervisory Responsibility:

- None

Work Environment:

- MVCAA Licensed Child Care Early Head Start Center

Physical Demands:

- Physically able to lift and keep up with children birth to five years of age.
- Physically able and willing to participate in all children's activities.
- Physically able to sit in child sized chairs or on the floor.

Position Type and Expected Hours of Work:

- Entry level field staff position
- Non-Exempt, full-time; 40 hours a week, 52 weeks per year
- May require some overnight stays for out of area training.
- May require some evenings for family nights

Travel:

- Required to travel in and out of area
- Use of company or personal vehicle (mileage reimbursed for work related travel)
- Out of area travel expenses (air, hotel, meals, mileage will be paid or per-diem)

Required Education and Experience:

- High School Diploma or GED

Preferred Education and Experience:

- At a minimum, have a CDA credential or a state-awarded certification that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two (2) years of the time of hire.

Additional Eligibility Qualifications:

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results
- Valid driver's license and access to an insured vehicle
- Complete a physical and TB test within 30 days of employment, thereafter an annual TB and a physical at the time of each 5 year grant cycle.

Expectations:

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

Other Duties:

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

Work Authorization:

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

EEO Statement:

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

Signatures:

Program Director _____

Human Resources Director _____

Employee: _____

Date: _____