

SPRINGFIELD URBAN LEAGUE, INC.

JOB DESCRIPTION

TEACHER (0-5)

SUMMARY: The classroom teacher regardless of race, creed, or disability is primarily responsible for the educational program in the classroom as well as promoting family involvement in the classroom. Through training and other activities, the teacher will provide a creative atmosphere for the growth and development of the total child.

ESSENTIAL FUNCTIONS:

1. Signs in and out upon arrival and departure from any Head Start site.
2. Timely daily arrival.
3. Greets children and parents as well as other co-workers with a warm approach.
4. Helps to assist each child in meeting developmental needs and assists in developmentally appropriate skill building in areas such as gross motor, self-help, social/emotional development, cognitive and communication skills.
5. Works closely with all Specialists and Coordinators to ensure children's files are complete.
6. Prepares and completes a weekly lesson plan with the Teacher Assistant.
7. Prepares and conducts home visits and conferences involving the Teacher Assistant.
8. Administers the on-going assessments for each child using Work Sampling Illinois.
9. Prepare materials used in the daily program with staff.
10. Plan and arrange the room to meet the needs of the children utilizing guidelines provided by the Creative Curriculum, and Early Learning Standards and Head Start Performance Standards.
11. Ensure all classroom equipment is in good repair for safe play by the children.
12. Inventory all equipment in the beginning of the year and at the close of the program.
13. Set and enforce a positive standard of conduct for children and parents.
14. Keeps daily records such as attendance, on-going assessment, and anecdotal as required by the Performance Standards and the Education Coordinator and Site Manager.
15. Supervise indoor and outdoor play very closely while interacting with the children.
16. Work closely with staff in serving meals family style, eating with the children each meal service while modeling and discussing good nutrition practices.
17. Supervise and assist the children with bathroom activities.
18. Requisition supplies for the classroom as needed, using the proper form.
19. Responsible for overall administration of the classroom. Keeping the room clean and orderly.
20. Works with families in planning and coordinating activities and fieldtrips.
21. Must attend all workshops, in-service training and staff meetings as well as other assigned meetings/training requested by the Site Manager, Education Coordinator or the Head Start Director.
22. Consult the Site Manager on problems that may occur at the site.
23. Plan and carry out parent/teacher conferences two (2) times a year as directed by the Site Manager.
24. Work with the Disability Specialist in planning staffings on special needs children.

TEACHER (0-5) (continued)

25. Assist in recruitment throughout the year.
26. Notify the Site Manager of any emergency and accident.
27. Complete a minimum of (2) home visits per program year as required with additional home visits documented as necessary.
28. Report three day absences to the Site Manager while documenting three (3) attempts to contact the family.
29. Ensure that proper child to staff ratios are consistently maintained in the classroom. Alert the Site Manager to any difficulties and lapse in full classroom enrollment.
30. Construct 4 homemade games, with instructions, for classroom usage each year, one per quarter, involving the classroom assistants in development.
31. Employee will comply with the policies and procedures for bus monitoring. Bus monitoring services will consist of (but not limited to) securing all children in seatbelts, taking attendance, securing authorized signatures when releasing the child from the bus. Employee will also maintain control and ensure the safety of the children on the bus at all times.
32. Completes required paperwork in a timely basis.
33. Post approved lesson plans weekly ensuring all needed materials are available for implementation.
34. Involve the Teacher Assistant in lesson plan development.
35. Encourage the enrollment of families with diverse backgrounds. Be able to understand the needs and interests of individuals with various backgrounds and become fluent in the languages spoken by the families in the program.

QUALIFICATIONS:

1. Must ensure that all center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A(a)(3)(B) of the Act. Must meet the Illinois Department of Children and Family Services (DCFS) Licensing Standards.
2. Willing to accept supervision and assignments as required.
3. Knowledge of the operation of the program.
4. Must be able to lift at least 40 pounds.
5. Must be in good physical health.
6. Relates well with children, staff and parents.
7. Must complete DCFS required training courses, Illinois Gateway Registry, all Head Start workshops and in-service trainings which also includes United States Department of Agriculture (USDA) training.
8. A Food Service/Sanitation Certificate (Optional).
9. Must have reliable transportation, current driver license and must show proof of insurance required by the State of Illinois
10. Ability to pass a medical exam certifying freedom from communicable diseases and illegal substances.
11. Obtain and maintain First Aid and CPR cards.