



IMMEDIATE OPENING!

Are you kind, patient, nurturing, and passionate about the development of children? If so, we would love to have you come grow with us! Due to our newly expanded facility, we are seeking inspired and well-qualified Head Start Teachers to start immediately!

The Springfield Urban League has operated a Head Start Program in Sangamon and Morgan counties since 1990 and has just opened our new location. This modern facility features nearly 20 spacious, air-conditioned classrooms (many with connecting restrooms).

Job Responsibilities/Essential Functions:

- **Providing a safe learning environment:** Supervising indoor/outdoor play; inspecting classroom/playground equipment
- **Developing and implementing age appropriate weekly lesson plans:** Uses effective teaching techniques, materials and educational experiences to support instruction within the curriculum guidelines (Creative Curriculum, the Early Learning Standards, and Head Start Performance Standards)
- **Performing ongoing developmental evaluations of children:** Addressing individual needs of each child
- **Maintaining ongoing, open, professional communication with families:** Warm and welcoming formal and informal daily communication; conduct required parent-teacher conferences and home visits
- **Providing a classroom environment that encourages parent participation:** Field trips; classroom activities; classroom volunteer opportunities
- **Maintaining compliance with agency standards and requirements:** DCFS; Illinois Gateway Registry; USDA
- **Collaborating with colleagues:** (teacher assistant, specialists/coordinators, site manager, director, kitchen staff) Ensuring all educational aspects of the program, including meal service and bathroom activities, meeting students' developmental needs and documenting growth and development accordingly.
- **Developing positive and proactive relationships:** Working with colleagues; recruiting efforts

Core Competencies/Skills:

- Effective problem-solving skills
- Able to manage confidential and sensitive information
- Ability to effectively plan, organize and implement educational activities
- Knowledge of Early Child Development and program operations (child to staff ratios)
- Effective and efficient focus on paperwork requirements (daily sign in and out; daily record of student attendance, assessment, and anecdotal records; equipment and supply inventories)
- Overall positive and professional attitude/disposition (arrive on time daily; attendance at all in-service/workshop trainings and staff/other meetings)
- Must be adaptable, flexible, teachable, and willing to accept supervision and assignments (high level of flexibility and willingness to work all shifts)
- Good physical health (free from communicable diseases/illegal substances) and physical capability to work with preschool children (able to lift 40 lbs.)

Educational Requirements:

- Associate's or Bachelor's degree in child development or early childhood education, equivalent coursework, or meet the requirements of section 648A(a)(3)(B) of the Act
- Meet licensing standards of the Illinois Department of Children and Family Services (DCFS)

As our Head Start Teacher, you are responsible for creating a classroom atmosphere conducive to total child growth and development, focused on the educational program and promotion of family involvement.

Head Start Teacher (0-5) *continued* Springfield Urban League, Inc.



Springfield
Urban League Inc.

Empowering Communities.
Changing Lives.

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail

Job Type: Full-time

Experience: Early Childhood: 1 year (Preferred)

Education: Associate (Preferred)

License: CDA (Preferred)

Hours per Week: 31-40 (Preferred)

Schedule: Monday to Friday

Benefits:

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off
- Professional development assistance
- Tuition reimbursement

If interested in this opportunity, please submit the following by 9/24/2019:

1. **Letter of Interest**
2. **Completed Employment Application** (*Visit application download page below.*)
<http://www.springfieldul.org/Custom/Library/1/documents/SULEmployment/SULApplicationForEmployment20160815.pdf>
3. **Transcripts**

Email to: employment@springfieldul.org

or

Deliver to: Springfield Urban League, Inc.
Office of Human Resources
100 North 11th Street
Springfield, IL 62703

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