

# **Trumbull Community Action Program Head Start Job Description**

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**Title of Position:** Teacher

**Immediate Supervisor:** Center Supervisor

**Employee Type:** Hourly/Non-exempt

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## **GENERAL SUMMARY OF POSITION**

This position serves as the lead teacher in a classroom of Head Start children by planning, implementing, and supervising all classroom activities. This position works with typically developing children and children with disabilities. This position is part of a large system of services provided to Head Start children and families. This position also serves as a social service referral person and shares responsibility for parent involvement in the program. The position of Teacher works in conjunction with the rest of the parts of the system as an integrated team to support the goals of the program. The position may be reassigned to other classrooms or centers as deemed necessary for Head Start Director. The position may serve as "site director" for child care licensing purposes.

## **Essential Duties and responsibilities of position**

### **Program Development**

1. Attends all required training and workshops to include but not limited to 15 hours of classroom focused professional development.
2. Remains up-to-date on information that pertains to the needs of the children in the program including Head Start Performance Standards, child care licensing regulations and other applicable regulations and practices.
3. Prepares weekly lesson plans, which include objectives that are aligned with the Ohio Department of Education Standards, the Head Start Early Learning Framework, and the Creative Curriculum. The plans are posted for parents, volunteers and visitors in the classroom.
4. Develops an individual plan for each child, to include goal setting, based on identified needs and objectives and activities to meet established goals (outcomes).
5. Schedules home visits and parent-teacher conferences with families as required and on an as-needed basis and documents these events.
6. Maintains strict confidentiality with respect to Head Start children, families and staff in accordance with established policies and procedures.
7. Prepares and maintains a safe, healthy learning environment for children that is positive and developmentally appropriate.

8. Provide sufficient and appropriate outdoor time daily for children.
9. Works as a team with coworker on all classroom activities, field trips and outdoor activities.
10. Directs any special needs problems to Disability Manager.
11. Plans and implements learning experiences that advance the intellectual and physical development of children including improving the readiness of children for school by developing their literacy and phonemic, print and numeracy awareness, their understanding of the use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem solving abilities and their approaches to learning.
12. Implements lesson plans and daily programs for children in accordance with each child's need, based on a method of observing and recording children's interests and current levels of functioning.
13. Supports social and emotional development and provides positive guidance and discipline.
14. Maintains a commitment to professionalism and continues own professional development so that decisions are based on knowledge of early childhood theories and practices.
15. Shares pertinent information with family services/case management staff to ensure coordinated services that meet the needs of individual children and families.
16. Supervises and eats nutritionally prepared meals with the children as a curriculum activity, to model good nutrition and proper social skills.
17. Provides a stable classroom routine and environment.
18. Ensures a well-run, purposeful program responsive to participant needs.
19. Screens, observes and documents children as required.

### **Recordkeeping**

1. Submit reports to the supervisor as scheduled or requested. (i.e. attendance)
2. Gathers and maintains individual, family and classroom data for documentation, on-going assessment, evaluation and recordkeeping for successful individual and program planning.

### **Child and Adult Care Food Program**

1. Contributes to the collection and edit processes of correct documentation for the Child and Adult Care Food Program (CACFP). This process is important and contributes additional dollars which in turn enhances food delivery.
2. Conduct point of service meal documentation, or assign responsible staff to count meals when children are seated and have been offered a credible meal by USDA standards for portions and components.
3. Enter point of service meal counts in appropriate forms or software used by program to support claim reimbursement.
4. Check the CACFP records twice for accuracy and integrity before submitting to program office for additional edit checking.

### **EXAMPLES OF GENERAL JOB DUTIES--ESSENTIAL JOB FUNCTIONS**

1. Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement.
2. Attends all workshops and meetings as deemed necessary by the immediate supervisor.
3. Attends all required staff and parent meetings and activities.
4. Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
5. Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination.
6. Positively promotes Head Start in the community.

### **KNOWLEDGE AND ABILITIES**

**Knowledge:** Extensive knowledge and skills in the field of early childhood development. Knowledge of community resources. Knowledge of state and federal regulations pertaining to child abuse and neglect and child care licensing requirements.

**Abilities:** Ability to be perceptive of the needs of children and to work well with staff, children and parents/families. Ability to organize and direct classroom activities. Ability to maintain confidentiality. Ability to maintain accurate records which reflect the needs and progress of children. Ability to demonstrate knowledge, skills and a positive attitude in the field of early childhood education.

### **LANGUAGE SKILLS**

- Ability to communicate ideas and instructions orally and in writing.
- Ability to speak, read, and write English well enough to understand and be understood by others.
- Ability to write reports and business correspondence.

## **REASONING SKILLS**

- Ability to solve problems, collect data, establish facts and draw valid conclusions.
- Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

## **OTHER SKILLS AND ABILITIES**

- Ability to exhibit patience and tact when communicating with children, families, staff, management, referral sources and the public.
- Ability to project professionalism in conducting daily activities.

## **Qualifications**

- Must have a minimum of an Associate Degree in Early Childhood or related field;
- Be familiar with Early Childhood data management systems.
- Some knowledge of Microsoft Office (Word, Excel, and Power Point) and basic math skills;
- Must have excellent oral and written communication skills and be culturally sensitive to individuals with various backgrounds.
- Must be able to work independent and make sound decisions.
- Must possess a valid Ohio Driver's License, have reliable transportation, and show current proof of vehicle insurance; travel is required for this position.
- Must pass background check and submit to random drug testing.
- Must be able to lift up to 50 pounds.
- Must be sensitive to the needs and problems of the elderly, handicapped, and socio-economically disadvantaged residents in Trumbull County.
- Must have a pleasant demeanor, a positive attitude, a willing spirit and be a team player.

## **Salary and Benefits:**

Salary range contingent upon experience and available funding. Full benefit packaging including hospitalization and agency pension plan is also available.

## Standards OF Conduct

By signing this job description, I agree to abide by the following Standards of Conduct as outlined in the Head Start Performance Standards 1304.52(h)(1):

1. I agree to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. I agree to follow program confidentiality policies concerning information about children, families, and other staff members.
3. I agree to never leave a child alone or unsupervised while under my care.
4. I agree to use only positive methods of child guidance and will not engage in corporal punishment, emotional, or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or denial of basic needs.

I have read and understand the above job description. I assert that I am able to perform the essential job functions, meet the requirements of this position, and satisfy the expectation for regular attendance at work.

\_\_\_\_\_  
**Employee Name Printed**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**HS Director Signature**

\_\_\_\_\_  
**Date**

## **J O B   D E S C R I P T I O N**

**POSITION:**                   **BUILDING OR PROPERTY MAINTENANCE WORKER**

**AGENCY:**                   **TRUMBULL COMMUNITY ACTION PROGRAM**

**RESPONSIBLE TO:**       **BUILDING OR PROPERTY MAINTENANCE SUPERVISOR**

**EMPLOYEE TYPE:**       **HOURLY**

### **GENERAL DUTIES:**

The Building or Property Maintenance Worker(s) is responsible for assisting in all building or property maintenance activities as required in all agency facilities. The position is directly supervised by the Property Maintenance Supervisor or the Building Maintenance Supervisor.

### **PRIMARY RESPONSIBILITIES:**

- Must perform all assigned maintenance and/or groundskeeping activities at the Warren West Community Center--or any other agency facility--including but not limited to mowing, trimming, edging, snow removal/shoveling, plowing, salting, and any others as are needed;
- May assist in the maintenance and repair of all "systems" within the Warren West Community Center in good working conditions, including but not limited to heating, plumbing, air conditioning, electrical, and other facility "systems";

### **SECONDARY RESPONSIBILITIES**

- Must assist in the set-up of all meetings, hearings, or special events held at the Agency on an as-needed basis;
- Must assist in or perform all clean-up activities associated with special events, meetings, or hearings held at the Agency on an as needed basis;
- Must assist in the clean-up of all delegate programs or services not centrally located at the Agency where applicable and as needed;
- Any other duties as may be assigned from time to time.

### **QUALIFICATIONS**

- Must be able to operate various power equipment, including push mowers, riding mowers, edgers, weed-eaters and others;

## **Building or Property Maintenance Worker**

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- Must have a basic understanding of principles of construction and carpentry, and be able to repair and/or build items within the Warren West Community Center;
- Should possess at least one (1) year experience in maintenance or custodial work;
- Should be capable of lifting objects up to fifty (50) pounds, moving furniture, and operating cleaning equipment;
- Must be able to work flexible hours; some weekend duties may be required; must be able to function in an unsupervised environment;
- Must be bondable, be able to maintain client/agency confidentiality requirements, and must successfully pass an investigation/report by the State Bureau of Criminal Identification and Investigation and/or county or local law enforcement agencies as may be required;
- Must be sensitive to the needs and problems of the low-income, elderly, and handicapped residents of Trumbull County.

### **SALARY AND BENEFITS:**

Salary range existing for position; placement in that range contingent upon available funding. Full benefit package, including hospitalization and agency pension plan, available.