



## Job Announcement

<b>Position:</b> Teacher	<b>Department:</b> Head Start
<b>Location:</b> Charles County	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 13	<b>Compensation:</b> \$35,270/\$20.04 per hour to \$52,905/\$30.06 per hour
<b>Weeks Worked:</b> 44	<b>Work Per Week:</b> 40 hours [Monday – Friday]
<b>Opening Date:</b> May 29, 2020	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** The Teacher is directly responsible to the Education Coordinator for the satisfactory performance of the essential job functions. The Teacher is responsible for providing a high quality early child development program. Responsible for teaching one or two classes with a mixed group of three-five year olds. Implements all educational activities and services for children and families consistent with the Head Start Performance Standards and written plans and objectives. Supervises, guides and models appropriate behavior and teaching techniques for teacher assistants, parents and volunteers in the classroom. Responsible for the evaluation of the teacher assistant with Education Coordinator support.

**Summary of Requirements:** ***Bachelor's Degree*** in early childhood education or related field. Two (2) years of experience under supervision working with a group of children in a licensed early childhood program (preferred). Good math skills, analytical skills and skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times. ***Communication Skills:*** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

### **Responsibilities and Duties:**

Establish and maintain a safe, developmentally appropriate, and inviting learning environment.

- Set up classroom in learning centers according to the Creative Curriculum
- Ensure adequate materials and equipment to meet the development needs of the children, including multi-cultural materials and equipment and enriched for monthly themes
- Ensure state licensing health and safety policies are implemented
- Label learning centers, equipment, and materials
- Post materials at eye-level for intended audience (adults or children), including schedules and pictures
- Maintain appropriate teacher/child ratio at all times
- Continually monitor children to ensure safety at all times

Develop and implement a developmentally appropriate, multi-cultural curriculum in the classroom.

- Use the Creative Curriculum as the basic guide for the classroom.
- Select themes from lists, involve parents in curriculum, including selection of themes and activities
- Integrate health, nutrition, and social-emotional curriculums
- Ensure Family Style dining is a daily part of your lesson planning. (Sit with children during mealtime, eat the same food, and model good nutritional habits)
- Develop weekly lesson plans based on themes, learning domains, and individual needs of children
- Involve the teacher assistant in all aspects of lesson planning and classroom management
- Submit weekly lesson plans to Education Coordinator for approval and post
- Supervise and interact with children during indoor and outdoor activities

Develop and implement an individual learning plan for each child.

- Complete the All About Me form and begin Individual Child Plan (ICP) with parent before entry
- For each child write anecdotal notes on observations and develop a portfolio with work samples
- Collaborate on ICP with prekindergarten teachers of dually-placed children
- Assess each child using the Work Sampling tool 3 times a year, modify accordingly
- Review the ICP with parents on each home visit and at each center conference (2 each required)
- Implement a transition plan for each child leaving the program

Collaborate with the Education Coordinator on children with suspected or diagnosed disabilities and on children with classroom behaviors concerns.

- Complete the Brigance screening on all children within 45 days of entry
- Review results with the Education/Disabilities/Mental Health Specialist and parents
- Integrate IEP goals and objectives in a child's ICP and weekly lesson plans
- Develop a reactive strategic plan for difficult child behaviors
- Request assistance from Education/Disabilities/Mental Health Specialist on classroom management issues
- Implement suggested classroom strategies
- Consult with the Education/Disabilities/Mental Health Specialist about behavioral concerns of children
- Facilitate the involvement of parents in developing behavior plans
- Implement behavior plans and report progress to the DMH Specialist and parents

Engage with children and their parents in a respectful and meaningful manner.

- Greet each child daily with joy and enthusiasm, stating name and inquiring about how they are doing
- Utilize and model appropriate language
- Converse with children during meal time, extending learning, inquiring about their activities
- Use positive redirection
- Extend learning during choice time, asking open-ended questions
- Model positive social/emotional interactions with children and adults
- Welcome parents into the classroom

Continue personal and professional growth and development.

- Develop an individual development plan and professional development plan with Education Coordinator
- Obtain 15 CEU as per Office of Head Start Program Performance Standards
- Submit certifications, grades and/or transcripts to Education Coordinator
- Attend all training opportunities provided by the Program
- Within review period, apply for and maintain enrollment with the Maryland Child Care Credential Program

Accurately complete and maintain all necessary documentation.

- Establish and maintain education section of child/family files
- Establish and maintain a portfolio on each child
- Take daily attendance and meal counts; submit to Administrative Assistant by the 2<sup>nd</sup> of the month
- Input assessment data into Agency database
- Maintain education and disabilities tracking; submit to Education Coordinator by the 2<sup>nd</sup> of the month
- Record all contacts with parents
- Complete cross-component form for each home visit and center conference

- Complete indoor/playground checklist daily; health and safety drills; fire drill/stop-drop-roll; lock-down drill monthly; health and safety monthly

Maintain a clean, organized clutter free classroom.

Learn and Implement the Head Start Program Performance Standards.

Adhere to the Agency Attendance Policy and Dress Code Policy.

**Licenses or Certificates:**

CPR, and First Aid.

**Special Requirements:**

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

**Physical Demands:**

Work requires moderate physical effort and ability to lift pre-school children and/or up to 50 lbs. unassisted. Persons whom work with children are expected to participate fully in a program for active youngsters. This includes lifting of young children, getting up and down from the floor, lively outdoor activities and moving furniture.

<b>Applications Accepted By: Mail and Online</b>	
<b><u>Mail to:</u></b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b><u>Online at:</u></b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents: The following documents are required based on job:</b> In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts.	
<b>Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.</b>	

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