

# LEWIS-CLARK EARLY CHILDHOOD PROGRAM

## JOB DESCRIPTION

---

**TITLE:** TEACHER (Early Head Start)

**EXEMPT/NON-EXEMPT:** NON-EXEMPT

**REPORTS TO:** EHS EDUCATION AND FAMILY SERVICES SUPERVISOR

**ISSUE DATE:** 8/15

---

### **GENERAL POSITION SUMMARY:**

The Teacher position is responsible for the implementation of comprehensive direct services to the children and their families. Services include but are not limited to child development, health, nutrition, dental, mental health, prenatal & post-partum, disabilities services and social services. The Teacher must ensure that the child development needs are met as required by the Early Head Start Performance Standards. Job duties may vary with each center.

### **ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES:**

- Maintain confidentiality and exercise sound judgment.
- Be able to effectively carry out duties and responsibility as assigned.
- Develop in partnership with family(s), goals for each child in the class.
- Maintain supervision of all children at all times.
- Plan, with Team member, classroom activities that meet the goals of all children in the class.
- Post lesson plans, orient aides and volunteers daily.
- Effectively implement the curriculums stipulated in the Operations Procedures Manual to provide for a comprehensive safe and healthy learning environment for the children.
- Be responsible for maintaining and tracking materials, supplies and inventory assigned to the classroom as related to the team and site, as well as keeping the classroom and Center areas used by the team clean.
- Encourage family participation in all aspects of the LCECP Program in accordance with the family(s) interest.
- Obtain and track program in-kind.
- Conduct family and staff visits/conferences as assigned.
- Ensure that families are getting intervention services.
- Maintain a clean, orderly, and safe work environment.
- Other duties as assigned.

### **SECONDARY FUNCTIONS:**

- Assist in ensuring that each family/child is linked to a system of health care and that the family has an ongoing source of continuous, accessible medical care.
- Assist in working with and supporting families in getting the health, nutrition and dental services needed by each child in the class and to make sure the child is familiarized with these services prior to actually receiving the services.

## **SECONDARY FUNCTIONS: cont...**

- Assist families with self-sufficiency activities.
- Ensure that child abuse and neglect situations are reported and that there is follow up in a timely manner.
- Help the Family Advocates with family meetings and as needed at family-sponsored activities.
- Assist in handling recruitment and enrollment of eligible families.
- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to represent LCECP in a positive manner.
- Must be able to read, understand and implement professional material.
- Must be conscientious in looking for In-kind opportunity and record In-kind services appropriately to the agency.

## **SUPERVISORY RESPONSIBILITIES:**

- NONE

## **INTERPERSONAL CONTACTS:**

- This position has regular contact with low-income families in the center and in the families' homes. The most common internal contact will be with own team members, other teams in the center and the site Education and Family Service Supervisor.
- The person in this position will need to be conscientious that all employees represent the Lewis-Clark Early Childhood Program (LCECP) in the community, with other agencies and also occasionally in the media.
- It is an expectation of all LCECP employees that while performing their duties they ensure that all adults and children are treated with “unconditional positive regard.”
- Employees are expected to keep their supervisor informed of issues, questions or concerns that may arise or come to their attention about LCECP. Such issues, etc. may come to employees from Families and/or community members as well as co-workers during the course of performing their duties.

## **SPECIFIC JOB SKILLS:**

- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Good conflict resolution skills are essential.
- Must be willing to look at the bigger picture of the organization beyond the Direct Service Team.
- Must be able to represent LCECP in a positive manner.
- Ability to actively participate in team development and team-oriented processes and motivate others (Families and staff) to do the same is required.
- Must keep confidentiality regarding clients and staff.
- Must be able to read, understand and implement professional materials.
- Must be able to accurately and adequately generate, complete and maintain written reports as described in the Operation Procedures Manual.

### **SPECIFIC JOB SKILLS: cont...**

- Must have the ability and willingness to conduct ongoing positive interpersonal interactions with individuals and groups of children and adults. The ability to analyze and solve problems in a positive manner is essential.
- A willingness to learn to use computers (hardware/software) is required.
- Must be willing and able to keep certification active and be willing to take classes to increase job skills and knowledge.

### **EDUCATION AND EXPERIENCE:**

- Minimum requirement - Infant/Toddler Child Development Award (CDA)
- AA or Bachelor Degree in Early Childhood Education/Child Development (preferred) or a related field.

### **JOB CONDITIONS:**

- Requires the employee to work in an early childhood environment (bending, sitting on the floor/small child sized chairs while interacting with a child/children and at child's eye level often) a majority of the 3.5 hour classroom period, 4 days a week.
- Requires Family/staff visits as outlined in the Operations Procedures Manual. These visits are often conducted in the homes of the families. Visits may need to be scheduled some evenings and occasionally on weekends.
- Must be able to carry food trays weighing 10-20 pounds on a regular basis between the kitchen and the classroom and be able to lift a child weighing up to 50 pounds as described in the job skills section.
- Must pass a health screen and a criminal background check that meets required state, federal and LCECP standards.
- Must possess a valid driver's license; have an acceptable driving record; have a safe, dependable vehicle available for possible business use and provide proof of current vehicle insurance adequate to meet state insurance requirements.
- Must obtain a food handler card, if applicable.

### Requirements by Percentage of the Workday

Physical Requirements	0-10	10-25	25-50	50-75	75-100
	%	%	%	%	%
Lifting			X		
Standing			X		
Walking			X		
Running	X				
Bending/Crouching					X
Kneeling/Crawling					X

Lifting weight	0-10	10-25	25-50	50-75	75-100
	%	%	%	%	%
Less than 10#			X		
10-25#				X	
25-50#				X	
50-75#	X				
75+#	X				

Environmental Exposure	0-10	10-25	25-50	50-75	75-100
	%	%	%	%	%
Hot		X			
Humid		X			
Cold		X			
Wet/Damp		X			
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)		X			
Loud (above normal class level)	X				
Indoor environmental elements (smoke residue, etc)		X			

\*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

### Additional Requirements

#### **Math Requirement**

- Basic math, simple fractions such as measurements, ability to perform addition, subtraction, multiplication, division using a calculator.

#### **Language Requirement**

- Ability to give and receive written and spoken instructions. Ability to write simple correspondence.

#### **Reasoning**

- Ability to apply concepts, principles, and philosophies to make decisions where few concrete rules exist.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This Institution is an equal opportunity provider.

**This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.**

**I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.**

---

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have gone over this job description with this employee**

---

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Board Approval: 8/19/2015

Date of Policy Council Approval: 8/28/2015