

# LEWIS-CLARK EARLY CHILDHOOD PROGRAM

## JOB DESCRIPTION

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**TITLE:** TEACHER (Pre-School)

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

**REPORTS TO:** EDUCATION MANAGER

**ISSUE DATE:** 8/14

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### **GENERAL POSITION SUMMARY:**

The Teacher position is responsible for the implementation of direct services to the children and their families. These services include but are not limited to child development, health, nutrition, dental, mental health, and disabilities services. The Teacher has the main responsibility for the classroom and must ensure that the child development needs are met as required by the Head Start/ECEAP Performance Standards. Job duties may vary with each center.

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

- Be able to effectively carry out duties and responsibility as described in the Operations Procedures Manual.
- Develop goals in partnership with parent(s) for each child in the class.
- Align lesson plans with school readiness goals.
- Conduct observations and enter information into Teaching Strategies Gold (TSG)
- Assure accurate attendance and meal records are maintained per Child and Adult Food Program (CACFP) regulations.
- Be able to effectively delegate or direct tasks with assistant teacher and program aide.
- With the Teacher Assistant develop lesson plans that include activities that meet the goals of all children in the class.
- Coordinate with the Family Services Professional around child and family needs.
- Post lesson plans, orient aides and volunteers daily
- Effectively implement the curriculums stipulated in the Operations Procedures Manual to provide for a holistic safe and healthy learning environment for the children.
- Implement the Creative Curriculum to plan developmentally appropriate practices that meet the goals of all children in the classroom.
- 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 clean.
- Encourage parent participation in all aspects of the LCECP Program in accordance with the parent(s) interest and transport them when necessary
- Conduct housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming.
- Conduct Parent/Staff visits and Parent/Staff conferences as assigned.
- Collaborate with school district to serve children with special needs.
- Ensure assigned paperwork is accurate and up-to-date.
- Maintain confidentiality and exercise sound judgment.
- Collaborate with community agencies and school districts to ensure effective transitions for children and their families.

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

- Will assist in potty training which could include diaper changing as well as helping with hygiene.
- Maintain a neat, orderly, and safe work environment.
- Participate in staffing as assigned.
- Participate in meetings and training as assigned
- Obtain and track program in-kind.
- Other duties as assigned

## **SECONDARY FUNCTIONS:**

- Assure that child abuse and neglect situations are reported and that follow up is provided as per LCECP policy.
- Assist the Family Services Professional in meeting the health, dental, nutrition and intervention needs of the child/family.
- Assist the Family Services Professional with parent meetings and at parent-sponsored activities as assigned.
- Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- Must be willing and able to attend/participate in community organizations/events as assigned
- Must be conscientious in looking for in-kind opportunities and recording in-kind services appropriately.

## **SUPERVISORY RESPONSIBILITIES:**

- NONE

## **INTERPERSONAL CONTACTS:**

- 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 Manager
- 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 Lewis-Clark Early Childhood Program (LCECP) employees that while performing their duties they assure that all adults and children are treated with “unconditional positive regard.”
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP’s policies or standards. Such issues, etc. may come to employees from parents 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.
- Must be able to read, understand and implement professional materials.
- Good conflict resolution skills are essential.
- Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- Ability to actively participate in team development and team-oriented processes and motivate others (parents and staff) to do the same is required.
- Must keep confidentiality regarding clients and staff.

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

- Must be able to read, understand and implement professional materials.
- Must be able to accurately and adequately generate, complete and maintain written reports as assigned.
- Basic computer skills.

**EDUCATION AND EXPERIENCE:**

- Associate or Bachelor Degree in Early Childhood Education or Child Development (preferred) or a related field with 30 quarter credits in ECE. (per Head Start Act/ECEAP Standards)
- Must be willing and able to keep certification active and be willing to take classes to increase job skills and knowledge.

**JOB CONDITIONS:**

- Requires the employee to work in an early childhood environment the majority of the 3-1/2 hour classroom period, two/four days a week (bending, sitting on the floor/small child-sized chairs while interacting with a child/children and at child's eye level).
- Requires parent/staff visits. These visits are 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 essential functions section.
- Must pass a Health Screen and a criminal background check that meets required state, federal, and Lewis-Clark Early Childhood Program (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. Ability to speak to small groups informally.

### **Reasoning**

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

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**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.**

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Employee's Signature

Date

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

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Supervisor's Signature

Date

Date of Board Approval: 8/21/14

Date of Policy Council Approval: 8/22/14