

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: PRESCHOOL TEACHER (Co-Teacher)

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: EDUCATION AND FAMILY SERVICES SUPERVISOR

ISSUE DATE: 8/15

GENERAL TEACHER 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.

GENERAL TEACHER ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES:

In your role as Teacher you will:

- Be able to effectively carry out duties and responsibility as described in the Operations Procedures Manual.
- Maintain supervision of all children at all times.
- Greet each child with a smile, by name, when they arrive in the classroom each day and say goodbye to each child by name as they leave the classroom.
- Be responsible for seeing that situations of child abuse and neglect are reported and followed up on in a timely manner per the Lewis-Clark Early Childhood Program (LCECP) guidelines.
- Conduct observations and enter information into Teaching Strategies Gold (TSG).
- Implement the Creative Curriculum to plan developmentally appropriate practices that meet the goals of all children in the classroom.
- Develop individual child goals in partnership with parent(s) for each child in the class.
- Develop lesson plans that include activities that meet the goals of all children in the class and align with school readiness goals.
- Post lesson plans, orient aides and volunteers daily to schedule.
- Effectively implement the curricula stipulated in the Operations Procedures Manual to provide for a holistic safe and healthy learning environment for the children.
- Assure accurate attendance and meal records are maintained per Child and Adult Food Program (CACFP) regulations.
- Eat family-style meals with the children.
- Be able to effectively delegate or direct tasks.
- Collaborate with the Family Advocate around child and family needs.
- Be responsible for maintaining and tracking materials, supplies and inventory assigned to the classroom as related to the team and site.
- Conduct housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming.
- Encourage parent participation in all aspects of the LCECP Program in accordance with the parent(s) interest.

GENERAL TEACHER ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES: cont...

- 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.
- 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 as applicable.
- Other duties as assigned.

GENERAL TEACHER SECONDARY FUNCTIONS:

- Assist the Family Advocate in meeting the health, dental, nutrition and intervention needs of the child/family.
- Assist the Family Advocate 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.
- Arrange transportation if necessary.

GENERAL CO-TEACHER POSITION SUMMARY

The Co-Teacher is an education person in the classroom and assumes the role of the teacher in his/her absence as assigned. The Co-Teacher is responsible for the implementation of health activities within the classroom structure. This position provides support to the implementation of the daily activities of the classroom and plans these activities with the Teacher.

GENERAL CO-TEACHER ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Be able to effectively carry out duties and responsibilities as described in the Operations Procedures Manual.
- Supervise all children at all times.
- Greet each child with a smile, by name, when they arrive in the classroom each day and say goodbye to each child by name as they leave the classroom.
- Eat family-style meals with the children.
- Be prepared for activities for which responsible, on lesson plan.
- Assist in classroom discipline and management.
- Implement health curriculums; Cavity Free Kids, IMIL, Tooth brushing, classroom cooking activities, 2nd Step, and Child Protection Unit.
- Be able to carry out duties associated with accurate attendance and meal records are maintained per Child and Adult Food Program (CACFP) regulations.

GENERAL CO-TEACHER ESSENTIAL FUNCTIONS/RESPONSIBILITIES: cont...

- Conduct daily health checks on each child.
- Assist with housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming as needed.
- Assist in maintaining materials, supplies and inventory.
- Be able to provide information on classroom routine and the individual needs of children to a substitute in the absence of the Teacher.
- Discuss and evaluate activities with the Teacher and Education and Family Services Supervisor.
- Other duties as assigned.

GENERAL CO-TEACHER SECONDARY FUNCTIONS:

- Assume duties of the program aide if needed.
- 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 Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- Be conscientious in looking for In-kind opportunities and record In-kind services appropriately to the agency.
- Follow all LCECP program policies and procedures.
- Observe and document observations for Teaching Strategies Gold.

TEACHER/CO-TEACHER SUPERVISORY RESPONSIBILITIES:

- NONE

TEACHER/CO-TEACHER 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 and Family Services Supervisor.
- 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.

TEACHER/CO-TEACHER 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.

TEACHER/CO-TEACHER SPECIFIC JOB SKILLS: cont...

- 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.
- 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.

TEACHER/CO-TEACHER EDUCATION AND EXPERIENCE:

- Bachelor Degree or Associate 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.

TEACHER/CO-TEACHER JOB CONDITIONS:

- Requires the employee to work in an early childhood environment four days a week (bending, sitting on the floor/small child-sized chairs while interacting with 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

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

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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- (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.

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