

**COMMUNITY ACTION PARTNERSHIP
OF GREATER ST. JOSEPH**

TEAM Prenatal to Five Head Start
TITLE **Lead Teacher/Lead Teacher II**
REPORTS TO Education Coordinator
SALARY RANGE Grade 3/Grade 4
FLSA STATUS Non-Exempt

Rev. 12/09

DEFINITION

Responsible for the daily operations of the child development center or works in partnership sites to promote quality child care and model developmentally appropriate practices that reflect the Performance Standards. If teaching staff work under the prenatal to three portion of the Head Start program, they may also be asked to carry a small home base caseload.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Research, plan and implement age appropriate and developmentally appropriate learning experiences based on program chosen curriculums that advance all developmental domains of children in target classroom. (Classrooms include Infant/Toddler (EHS) and Preschool (HS)) *The Lead Teacher that works in the partnership sites is responsible for assisting partnership teaching staff in this task.*
- B. Establish and maintain a safe, healthy, positive and comfortable learning environment. *The Lead Teacher that works in the partnership sites is responsible for assisting partnership teaching staff in this task.*
- C. Model appropriate adult/child, adult/adult interactions/behavior and support the social and emotional development of children.
- D. Assures delivery of goals as stated on child's IEP (children ages three to five) or IFSP (children ages birth to three) for children with a diagnosed disability. Communicates with parents if they have concerns about child's development and provides parents with a referral to child's physician, local school district (children ages three to five) or First Steps (children ages birth to three) for further evaluation if child has not been diagnosed with a disability. *The Lead Teacher that works in the partnership sites is responsible for assisting partnership is responsible for assisting partnership teaching staff in this task.*
- E. Agrees to meet federally mandated education requirements within federally mandated time frame if education requirements have not been met prior to employment at CAP.
- F. Responsible for immediate supervision of Assistant Teacher/Child Care Aide. Will collaborate with supervising coordinator to provide training, support and evaluation of Assistant Teacher/Child Care Aide as needed. *The Lead Teacher that works in the partnership sites is not responsible for this.*
- G. Demonstrates knowledge of and commitment to policies, procedures and professional standards including (but not limited to CAP Policies and Head Start Performance Standards).

**COMMUNITY ACTION PARTNERSHIP
OF GREATER ST. JOSEPH**

- H. Communicates with parents regularly on an informal basis about their child's performance and progress, and meets with parents formally four times per program year (two parent/teacher conferences and two home visits) to conference about child's performance and progress. These meetings will focus on the child's strengths as well as areas for improvement and will provide the opportunity for staff to inquire about parent's goals for their child and information about child's interests. *This is not a responsibility of the Lead Teacher that works in the partnership sites. The Lead Teacher that works in the partnership sites will attend one home visit with each family whose child attends a partnership child care facility throughout the program year.*
- I. Establish and maintain cooperative and communicative relationship with child's parent(s) or legal guardian(s) and involve them in volunteering and planning for the classroom when ever appropriate. Assure that parent(s)/legal guardian(s) are invited and encouraged to attend monthly Parent Committee Meetings at their center. *The Lead Teacher that works in the partnership sites is responsible for assisting partnership teaching staff/Head Start Family Advocate in this task.*
- J. Promotes family involvement in all aspects of child's education. Encourages volunteerism within the center as well as completing developmental activities in the home, resulting in raising non-federal share requirement for center. *The Lead Teacher that works in the partnership sites is responsible for assisting teaching staff/home visitors in this task.*
- K. Participates fully in ongoing professional development including, but not limited to staff meetings, in-service trainings and mentoring activities. Commits to continual professional development and is willing to make and maintain professional development goals agreed upon by them and their supervisor.
- L. Completes records, reports and all required paperwork in an accurate and timely fashion.
- M. Arranges for a qualified substitute when taking leave.
- N. Maintain current staff file to be in compliance with Missouri Child Care Licensing regulations.
- O. Attends monthly center parent meetings/family activities. Can assist in a variety of ways including planning, child care, food preparation, leading activities, assisting parents and clean-up.
- P. Serves as an advocate for Community Action Partnership and the Head Start program. May be asked to present programs in the community, participate in recruiting activities, screening activities and other early childhood events in the community. *The Lead Teacher that works in the partnership sites is not responsible for this task.*
- Q. Completes bus monitor training and knows the current bus route and is prepared to ride route if needed. *The Lead Teacher that works in the partnership sites is not responsible for this task.*
- R. Monitors and communicates children's absenteeism to Family Advocate (3-5) or Home Visitor (0-3), if Lead Teacher is not also serving as Family Advocate.
- S. May be asked to serve as Center Director and assume the responsibilities of liaison between the Prenatal to Five Head Start program and State Child Care Licensing.
- T. Other duties as assigned.
- U.

**COMMUNITY ACTION PARTNERSHIP
OF GREATER ST. JOSEPH**

If Lead Teacher II/Lead Teacher assumes role of Family Advocate; these additional duties apply:

- A. Develops and implements plan for recruitment of children/families in the effort to maintain full enrollment of classroom.
- B. Completes necessary application paperwork with families to determine eligibility. Once a family is deemed eligible, the remainder of necessary file paperwork is completed with family.
- C. Maintains and monitors children's files, assures file paperwork is accurate and up to date.
- D. Completes family needs assessment and prepares written referrals when needed. Obtains follow up information regarding referrals and submits information to SS/PI Coordinator.
- E. Records and reports transportation route changes to Records Associate (3-5) or Transportation Coordinator (0-3).
- F. Plans, schedules and facilitates parent meetings/family activities. Encourages family attendance and participation at meetings.

If Lead Teacher II/Lead Teacher assumes role of Center Director; these additional duties apply:

- A. Demonstrates knowledge and commitment to regulations outlined in the Missouri State Licensing Regulations manual.
- B. Develops and maintains professional relationship with state licensing representative assigned to center.
- C. Reports information/findings to coordinating staff and submits copies of licensing paperwork for master file.
- D. Maintains records concerning licensing/visits on site.
- E. Completes necessary paperwork in response to a licensing visit, or application paperwork for re-licensing.
- F. Monitors staff licensing files and assures that staff keep their file current.
- G. Orients new staff to licensing regulations and how they are carried out at the center.

If teaching staff work under the prenatal to three portion of the Head Start program they may be asked to fulfill the following home visiting activities with a limited number of families:

- A. Complete 1 ½ hour home visit with each family on caseload;
Four per month-home base only (EHS & HS) two per month-center base (EHSonly) that focuses on:

- Child development education/promotion
- Developmental screening and follow-up
- Health education and monitoring (physical and mental)
- Nutrition education
- Focus on parent involvement
- Parent-child relationship building

**Community Action
Helping People, Changing Lives**

COMMUNITY ACTION PARTNERSHIP OF GREATER ST. JOSEPH

Assessing community services
Family goal setting and support
Educational and supportive services to pregnant women (EHS only)

- B. Complete necessary assessments to support all areas of child's development.
- C. Complete Family Self-Sufficiency Scale with each family on an ongoing basis and assist family in establishing/working towards goals.
- D. Plan and carry out two monthly socialization experiences for Home Base families including:

Timing based on child's needs and parent's schedules
Focus on parent-child interactional activities
Flexible activity scheduling
One theme-several activities/materials for different age groups
Language/literacy activity at each session
Cultural activities (e.g. music, art)
Flexible environment (use of barriers, open space, strategic placement of toys)
Sleeping opportunities/equipment (EHS only)
Feeding/food preparation opportunities (formula, strained foods, finger foods, solids)
Space for diapering/toileting
Selection of space (in family's home, neighborhood; consistent place)
Child care for older siblings
Staffing (group leader, home visitor, volunteers, parent/child aids, parents)
Recruitment (home visitors, other parents, other agencies)
Creatively appeal to busy parents (e.g. dinner, meet TANF or child welfare requirements)
Transportation (bus v. van, cabs, home visitor as chauffeur, tokens)

- E. Will participate in the planning and implementation of a transition plan for child/family when child reaches 30 months of age. Will support child/family in transition process following written transition procedures.

EDUCATION/EXPERIENCE

Required: Lead Teacher – Current Child Development Associate Certificate (CDA)
Lead Teacher II – BS/BA/AA in Early Childhood or related field.

Preferred: Experience teaching in an early childhood arena in addition to educational certification.

**COMMUNITY ACTION PARTNERSHIP
OF GREATER ST. JOSEPH**

REQUIREMENTS

- Physical ability to interact with children on their level.
- Physical ability to stand, sit on floor, stoop, run and play with young children as well as lift and carry them, if needed.
- Ability to work independently, with others and as a team member.
- Ability to read, write, and complete forms using necessary math.
- Accurate and timely recordkeeping.
- Computer skills.
- May be asked to bus monitor or prepare meals for large groups of children/adults.
- Must be able to attend some evening and/or weekend meetings or trainings (out-of-area).
- Some night meetings and/or home visits.
- Some overnight travel.
- Must pass criminal records and Child Abuse/Neglect checks.
- Physical and tine test (TB) immediately upon employment. Obtain yearly TB test and a physical every other year.
- Maintain and update CPR/First Aid certification.
- Own insured transportation. Ability to transport self to training events, meetings, and other work sites as needed.
- Acquire Class E (chauffeur's license) within 90 days of hire.
- Must be able to lift up to 50 pounds.
- Must be able to stoop, bend, sit, and stand for extended periods of time.
- Commitment to the agency mission, vision and values.
- Follow Personnel and Fiscal Policies and Procedures.
- Confidentiality, tact and discretion in dealing with people.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMUNITY ACTION PARTNERSHIP
OF GREATER ST. JOSEPH**

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Employee Print Name: _____

Supervisor Signature

Date