

<b><u>Position:</u></b>	Early Head Start (EHS) Teacher
<b><u>Performance Standards:</u></b>	1304.52 (b)(1); (d)(1)(6); (f); (g)(1)(4)(5); (h)(1)(2)
<b><u>Responsible to:</u></b>	Lead Teacher/Center Manager/Executive Director
<b><u>Education:</u></b>	Minimum of a High School Diploma or GED and an Infant/Toddler Child Development Associate Credential (CDA) required. Associates Degree in Early Childhood Education preferred.
<b><u>Characteristics And Skills:</u></b>	Mature, caring individual with experience in early childhood development, parenting education and family case management services. Knowledge of state, regional and local based resources preferred. Ability to make decisions in accordance with established procedures. Establish and maintain an effective working relationship with the public, parents, children and coworkers. A minimum of one (1) year early childhood experience is preferred.
<b><u>Responsibilities:</u></b>	

**EDUCATION/EARLY CHILDHOOD DEVELOPMENT/DISABILITIES**

- Responsible for welfare, health, and safety of all children.
- Provide developmentally appropriate quality care for children 0-3 in a child care center.
- Maintain appropriate classroom appearance including daily cleanings.
- Organize and develop visual aids and classroom decorations for new curriculum units.
- Make a minimum of two educational home visits and two education parent teacher conferences per year.
- Develop individualized lesson plans for children in caseload.
- Participate in meetings involving children and families to help assess, plan, and coordinate core service delivery.
- Submit individualized lesson plans as directed by the Early Childhood/Parent Involvement//Disability Coordinator.
- Direct all activities of assigned children and families in the Early Head Start program, preparing and presenting educational materials; coordinating center-based and home-based activities.
- Maintain communication with supervisor and parents pertaining to the development of the children; conduct parent conferences, monthly parent meetings, and home visits as required.
- Perform routine cleaning duties and other work as needed.
- Ensure that child development screenings are complete and that follow-up occurs.
- Responsible for planning and executing appropriate activities and learning environments in accordance with ITERS-R, ECERS-R and NAEYC accreditation.
- Ensure the playground checklist is conducted daily and submitted to lead teacher.
- Ensure classrooms are meeting all guidelines outlined on the Quality Assurance Checklist.
- Assure that all children and families with special needs receive accommodations in accordance with ADA, IDEA, Part C, LEA and Head Start Performance Standards.
- Ensure all records are kept confidential

**CHILD HEALTH AND DEVELOPMENTAL SERVICES**

- Complete First Aid and Infant CPR and receive certification as scheduled by the Health/Nutrition/Transportation Coordinator.
- Follow health regulations and universal precautions in accordance with Head Start Performance Standards and DHS Child Care Licensing.
- Participate in monthly evacuation drills and be knowledgeable of the emergency plan of his/her center.
- Maintain accurate USDA verification of menus and meal counts.
- Ensure that required health and nutrition screenings are complete and that follow-up occurs according to procedures.
- Monitor and maintain health/nutrition/mental health requirements as directed by Health/Nutrition Coordinator in compliance with Head Start Performance Standards.
- Monitoring first aid kits ensuring they are kept restocked at all times.
- Monitor classroom and outdoor play area daily to ensure that sites meet health and safety regulations.

**FAMILY AND COMMUNITY PARTNERSHIPS**

- Maintain at least 85% attendance rate.
- Attend EHS parent meetings and staff meetings as needed.
- Serve as an advocate for Tennessee CAREs/EAFEC program and families served.
- Protect and maintain confidentiality of all TN CAREs/EAFEC matters and family information.
- Participate in program group activities, such as parent meetings, advisory committee meetings, and family social events as appropriate and assigned.
- Recruit families as needed and inform families of assignment.
- Ensure that each family in caseload has an IFPA which is updated quarterly.
- Monitor and ensure all confidential records are kept in a locked storage cabinet.
- Develop and monitor in collaboration with the Family Service Worker a comprehensive IFPA with all families that encourage and support family growth.
- Work collaboratively with the Family Service Worker for scheduling, facilitating and monitoring transitions.

**GENERAL**

- Ability to make decisions in accordance with established procedures.
- Follow EAFEC policy in work conduct including but not limited to travel, attendance, outside employment, etc.
- Responsible for documentation of services.
- Other duties as assigned by Executive Director/Program Director and/or direct supervisor.

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Signature

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Date