

**South Central Child Development, Inc.**  
**Head Start**  
**Wagner SD 57380**  
**Job Description**

**JOB TITLE:** \_\_\_\_\_ Center Teacher  
**REPORTS TO:** \_\_\_\_\_ Area Manager  
**COORDINATES WITH:** \_\_\_\_\_ Other Head Start Staff  
**EVALUATION PERIOD:** \_\_\_\_\_ 90 days  
**SELF-TERMINATION NOTICE REQUESTED:** \_\_\_\_\_ 30 days

**MAJOR DUTIES/RESPONSIBILITIES:**

- Responsibility for implementation of all applicable Head Start Performance Standards (1304 - 1308). Inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development
- Direct and supervise center staff and volunteers in carrying out the day-to-day operations of the center unit.
- Provide guidance to center staff and volunteers on how to interact with children and provide on-the-job training in early childhood education and developmentally appropriate practices as necessary.
- Assist parents in seeing themselves as the prime educator of their child.
- Ensure that the center is a safe and constructive environment for the education of children.
- Maintain a clean and orderly center.
- Organize space into learning activity areas clearly recognizable by children (i.e. block, area, housekeeping area, manipulative area, book area, sand box, easel art area, water table, etc.)
- Make regular home visits to each family to develop child development plans and encourage their participation in the center and in project activities following program format.
- Assist parents in planning developmentally appropriate educational follow-up activities for their child outside of the classroom.
- Recruit community resources for center needs.
- Identify and provide one-to-one training to volunteers.
- Assist in performing all required developmental and educational assessments on children.
- Follow-up on child absences.
- Coordinate follow-up on absences with Area Managers.
- Individualize lesson plans to meet the specific needs of a child.
- Develop and implement lesson plans, and activities which reflect a basic understanding of the needs and developmental abilities of preschool children, of early childhood education and development principles and of Head Start philosophy and which meet the requirements of the program's education plan.

- Maintain accurate records on each child and make referrals to component Coordinators when necessary. (Including required computer based data systems.)
- Refer parents to appropriate Head Start staff for necessary services.
- Must provide food activities for children on a daily basis.
- Assist Health Coordinator and Area Manager in the health care of the child as required.
- Recruit children and families for Head Start services.
- Responsible for overseeing the day-to-day maintenance of the Head Start Classroom, and contacting the Head Start Administration as needed.
- Promote child-focused conversation during all Head Start activities.
- Will be an appropriate role model to Head Start parents and center employees that reflects Head Start philosophy.
- Responsible for the day-to-day supervision of other center support staff (teacher assistant and tutors).
- Will be an appropriate role model to reinforce concepts introduced during the year to children.
- Implement an Individual Education Plan for each child with special needs as provided by the local school district and under the direction of the Area Manager.
- Conduct parent staff conference (minimum of 2 per year) with each family.
- Attend all required training and staff meetings.
- Meet with the Parent Committee and conduct parent education sessions when requested.
- Communicate a positive acceptance and appreciation of different cultures.
- Provide an environment conducive to the child's intellectual, physical, social and emotional development.
- Demonstrate a commitment to eliminating stereotypes of low income and minority groups in the community.
- Establish relationship of trust with children and their families.
- Comply with required reporting procedures/record keeping.
- Provide a positive classroom environment that will nurture each child's self esteem.
- Any additional duties assigned by the Area Manager or Head Start Director.

**MINIMUM EXPERIENCE:**

- Previous experience with early childhood education or preschool programs desirable.

**EDUCATION TRAINING:**

- Degree in Early Childhood Education (AA-through 9-2013-BA/BS-MA).
- BA/BS Degree in any field with 36 semester units in Early Childhood Education/or Child Development and two year's preschool teaching experience.
- Center Base Child Development Associate Credential or State Awarded Teacher's Certificate, with Preschool or Pre-K endorsement.
- Hold and maintain an active SD Teacher's Certificate with endorsements for Preschool or Pre-K.

**OTHER REQUIREMENTS AND SKILLS:**

- Must be willing to live in the center service area.
- Must have use of an automobile and/or willing to use own automobile.
- Must participate in a continuing education program as directed by the Program Administration and Center Supervisor.
- Must be willing to attend training and continuing education (earn credits or CEU's needed to maintain a CDA, Teacher certification, and/or degree in Early Childhood Education as required in the Head Start Act or employer.
- Must attend Head Start Policy Council meetings when requested.
- Must attend local center parent unit meetings.
- Able to work with parents, low income community members, leaders and a variety of cultural groups.
- Able to work cooperatively with entire staff.
- Able to keep confidential information.
- Possess knowledge of early childhood education and child development principles.
- Able to work effectively with preschool children.
- Must document and report suspected child abuse and neglect to the Area Manager.
- Mandatory employment physical examination upon employment and upon request of the employer in accordance with Agency Personnel Policies and Procedures.
- Must take a TB test upon employment and upon request of the employer.
- Mandatory background check (Child Abuse/Neglect upon offer of employment) will be required in accordance with Agency Personnel Policies and Procedures.

**AN EQUAL OPPORTUNITY/EMPLOYMENT AT WILL EMPLOYER**