POSITION AVAILABLE

JOB TITLE: Early Head Start Teacher
LOCATION: Birth to Five Program
POSTING DATE: November 1, 2014
CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
This position plans and implements a program of educational activities for infants and toddlers that encourages age appropriate growth and development in a variety of areas. The employee fulfilling this job is expected to complete assignments with a high standard of accuracy, attention to detail, and timely completion of work. This position works under the direction of the Site Leader/Education Specialist.

RESPONSIBILITIES AND DUTIES:

- Responsible for ensuring that daily activities and interactions reflect the mission and goals of the program.
- Plan and implement a program of educational activities for infants and toddlers, including writing a weekly lesson plan that specifies daily schedule, and achieves specific curriculum goals as written in education component plan.
- Evaluate the accomplishments of the children on a regular basis and report progress.
- Plan and implement an individual service plan for each child in the classroom.
- Plan and conduct at least two conferences and two home visits per child.
- Plan and implement outdoor activities that develop gross motor skills.
- Promote feelings of security and trust in infants and toddlers by being warm, supportive, and comforting, and by establishing strong and caring relationships.
- Develop curriculum activities that reflect the ethnic/multi-cultural makeup of the community.
- Maintain compliance with day-care licensing and HHS regulations.
- Assist in ensuring that all health and developmental screenings are up-to-date.
- Plan assignments and participate in the performance review of the assistant teacher.
- Ability and desire for personal and professional growth and skill development.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Early Childhood Education/Child Development or Elementary Education with a ZA (or Early Childhood) endorsement required
- Previous professional experience working with infants and toddlers

SALARY: Commensurate with experience

RESPOND TO: mjones@develctrs.org

Equal Opportunity Employer