

Project NOW Job Description

Job Title:	Lead Teacher	Created by:	A. Flannery
Department:	Head Start	Created Date:	6/9/2022
Reports To:	Site Supervisor & Head Start Director	Revised by:	C. Davis
FLSA Status:	Non-Exempt	Revised Date:	6/10/2022
Wage Grade:	5		

Job Summary

The Head Start Lead Teacher will play a vital role in assisting the Head Start Director in overseeing, planning, organizing, and implementing educational services for Head Start students. They will be working with teaching teams to plan and provide learning opportunities to students which support their educational growth and social, emotional, intellectual, language, and physical development. The Lead Teacher will be tasked with involving parents in every aspect of the program, working with them to establish both long-term and short-term goals to assure the necessary readiness outcomes for school success. This position is responsible for maintaining a safe, healthy learning environment by following all regulations and program requirements.

Essential Duties and Responsibilities

- Works cooperatively with teaching teams to plan and provide daily early childhood education programs.
- Follows discipline policies, including developmentally appropriate social-emotional and behavioral health promotion practices and discipline and intervention procedures.
- Maintains regular communication with parents and actively encourages parent participation.
- Assists parents in developing a Family Service Plan and Family Partnership Agreement with goals to accomplish during the Head Start year.
- Works with families to develop a list of community services and to make all appropriate referrals, including locating a source of primary health care and other services.
- Plans and conducts a minimum of two home visits with each family per program year and provides parent training and educational experiences on home visits.
- Complies with Risk Management procedure.
- Conducts daily site safety and child health checks.
- Ensures meal service, sanitation, and cleaning of the site.
- Completes all required training dictated by the Office of Head Start, Illinois DCFS, and any other training that management assigns as appropriate.
- Participates in supervisory and center team meetings, in-services, visits, conferences, planning sessions, and staffing for the children and families as needed.
- Ensures implementation of behavior support plans in partnership with contracted mental health providers, site supervisors, and Education Managers.
- Attends quarterly parent and staff meetings to discuss the progress of behavior support plans with partners.
- Assists in recruiting children in Head Start by collaborating with public school registrations, going door-to-door in a service area, posting recruitment materials, distributing flyers, setting up registration sites, attending enrollment and recruitment events, and other activities.
- Works with potential candidates in gathering registration documents and processing applications.
- Plans with the ERSEA Manager a beginning of the school year Open House for their site.
- Presents lesson plans to the Education Manager for review.
- Submits In-Kind and activity sheets, end-of-month reports, and emergency light/exit checklist to the Facilities and Transportation Manager.
- Sends attendance and Child/Parent sign-in/out forms to the Head Start Office.
- Submits USDA Meal Participation form to Head Start Health and Nutrition Manager
- Maintains accurate records of center and home visit activities and submits all required reports, forms, documents, and expenses on time.
- Works with a 10-12 child caseload in individualization, observation, and evaluation of each child.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to travel area-wide to access classrooms and the homes of Head Start students.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from managers, families, staff, and the general public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Knowledge of and ability to use computer software, including Databases and Microsoft Office (Word, Excel, Outlook, PowerPoint).

Supervisory Responsibilities: The position has no supervisory responsibilities.

Requirements

- Bachelor's Degree in Child Development or Early Childhood Education OR Bachelor's Degree in a related field with 18 hours of ECE OR Bachelor's Degree in a related field and 2 years' experience teaching young children.
- Must complete CDA within 1 year of employment.
- Needs to be Director Qualified per Illinois DCFS licensing standards, or willing to sign a professional development agreement to complete the needed requirements to be Director Qualified.
- Reliable transportation, proof of insurance, and a valid driver's license.
- Minimum age of 21 years old to comply with regulations.
- Must be vaccinated against Covid-19.

Physical Demands and Work Environment: While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. These physical demands are as with handling children of pre-school age. Environment will be of a normal office environment and normal pre-school environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.