

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Head Start Teacher

**FLSA:** Exempt

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### GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and is responsible for assisting Associate Superintendent for Program Support in providing administrative, instructional, and curriculum support and services needed by school administrators and teachers to achieve educational effectiveness. Head Start Teachers report to the site administrator through the Head Start Director and Head Start Executive Director.

### ESSENTIAL FUNCTIONS

Maintains confidentiality;

Communicates with parents in a friendly and positive way;

Creates print rich, motivating, appropriate classroom environments;

Uses positive forms of behavior management that help children value one another and develop self control and independence;

Creates a classroom environment that values diversity and cultural differences;

Provides supportive language engagement opportunities for children;

Communicates with parents through classroom newsletters regularly;

Maintains classroom displays and materials that are age appropriate;

Models appropriate health and nutritional practices;

Assures the well being and safety of children in his/her care;

Plans and implements activities consistent with the curriculum provided and Head Start mandated outcomes;

Supervises and implements federal, state, and local health and safety policies and procedures;

Assesses students and uses assessment information to individually interact with children during learning center times and other times for teaching identified concepts;

Maintains accurate and current assessment information noting child's progress across all developmental domains utilizing anecdotal notes and/or examples of children's work;

Reviews the child's master file, documents parent contacts, files paperwork upon completion;

Accurately completes all paper work;

Engages in at least 15 hours of continuing education and professional development activities such as trainings, workshops and classes including CPR and First Aid to meet required qualifications;

Completes and maintains all necessary documentation to demonstrate compliance with Head Start Performance Standards;

Maintains up to date and accurate education folders to include incident reports and permission slips;

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Maintains accurate and up to date portfolios for each student;

Conducts home visits and parent/teacher conferences as required by Head Start Performance Standards;

Works cooperatively with support staff in the provision of direct services and the development of goals for children with disabilities;

Assists with implementing district strategic planning priorities;

Remains informed of educational improvements and best practices; provides consultation and advice with other District administrators as needed;

Attends all meetings and training sessions relevant to their duties as required by Head Start supervisor and site supervisor;

Effectively operates technology; and

Performs other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

A valid South Carolina Early Childhood teacher certification or Bachelor's or advanced degree in Early Childhood Education, or a Bachelor's or advanced degree in any subject including coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool aged children. Bilingual in English and preferably Spanish desired. Must have a valid Driver's License.

### **Knowledge:**

Stays up-to-date on all aspects of the Head Start Performance Standards, state child care regulations and related regulations and how to implement them; maintains knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job; maintains a strong working knowledge of modern office communication systems and the ability to operate various office equipment.

### **Skills/Effort:**

Maintains excellent oral and written communication skills and methodological approach to problem solving; proficient in using word-processing systems; ability to cooperate successfully as a member of a team; ability to supervise students and maintain order and organization in various classroom and instructional activities and situations; and meets any specific content area requirements.

### **Working Conditions:**

Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring lifting/moving of items up to 35 pounds. Routine local travel required. Job requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require operation of standard office equipment. Smoke free environment.

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURE:**

\_\_\_\_\_

Date: \_\_\_\_\_

Berkeley-Dorchester Head Start does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to, treatment in, or employment in its programs and activities.