

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Head Start Teacher

FLSA: Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district's **Vision, Mission and Goals** and Head Start Performance Standards are achieved and is responsible providing support and services needed by children and families to achieve educational effectiveness. Reports to the site supervisor through the Head Start Director.

ESSENTIAL FUNCTIONS

Maintains confidentiality;

Communicates with parents in a friendly and positive way;

Creates print rich, motivating, appropriate classroom environment;

Uses positive behavior management while exhibiting a nurturing and caring attitude to all children;

Maintains classroom ratio at all times;

Ensures the well-being and safety of children through active supervision, daily tracking, and daily health checks;

Follows the Head Start Program Performance Standards, Berkeley County School District and Berkeley-Dorchester Head Start policies and procedures;

Maintains a positive, calm attitude and a soft voice, and encourages this attitude and voice in others working in the classroom;

Maintains a cooperative attitude of working together with the assistant, volunteers, parents, and program specialists in planning and implementing activities;

Creates a classroom environment that values diversity and cultural differences;

Provides supportive language engagement opportunities for children;

Communicates with parents through monthly classroom newsletters;

Maintains classroom displays and materials that are age appropriate;

Models appropriate health and nutritional practices;

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

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 child's work;

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

Completes all paper work in a timely manner;

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Participates in at least 15 hours of continuing education and professional development activities;

Maintains up to date and accurate education folders;

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;

Attends all meetings and training sessions relevant to his/her duties as required by Head Start director and site supervisor;

Operates technology effectively;

Keeps abreast of changes within District and Head Start policies and students needs/interest;

Is punctual and responsible in performing all duties and activities assigned; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

A valid South Carolina Early Childhood teacher certification; Bachelor's degree or advanced degree in Early Childhood Education; or Bachelor's degree or advanced degree in any subject including coursework equivalent to a major relating to Early Childhood Education; Associate degree in Early Childhood Education and enrolled in a Bachelor's degree program; or Associate degree in a related field and course work equivalent to a major relating to Early Childhood Education and enrolled in a Bachelor's degree program with experience teaching preschool age children. Bilingual in English and preferably Spanish desired.

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; and maintains a strong working knowledge of modern classroom technology.

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; meets any specific content area requirements; and must maintain a valid driver's license and access to a privately owned vehicle with liability insurance for use in completing work responsibilities as needed.

Working Conditions:

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.