

Position Title:	Early Head Start Lead	PCN:	
Department/School:	Head Start/0151	Location/Address:	varies
Reports to(Title only):	Education Manager	Work Hours	7:30 am to 3:30 pm
Salary/Position Category:	<input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input checked="" type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
Position type/ Grade (to be completed by HR)	B21 - Infant Toddler CDA or Associate in ECE B22 - Bachelor's degree or higher in ECE	Position # of days	240
Travel Required	some travel required	FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Job Description

JOB PURPOSE/REASON:

Provide a successful, safe and supervised educational setting by planning and implementing a relationship-based, child-directed, and individualized early childhood experience for infants/toddlers enrolled in Early Head Start.

REQUIRED QUALIFICATIONS:

EDUCATION: ☐ High School Diploma or Equivalent ☐ Associate's Degree ☐ Bachelor's Degree
 ☐ Master's Degree ☒ Other

EXPERIENCE & TRAINING:

Must have 1 year of work experience with groups of children in a childcare environment and possess one of the following:

- Infant Toddler Child Development Associate Credential (CDA), ECE Certificate, or equivalent coursework or
- Associate degree in ECE

LICENSING/CERTIFICATION:

N/A

OTHER SKILLS/REQUIREMENTS:

Basic knowledge of child development best practices
Proficient in the use of standard computer applications;
Excellent written and oral communication skills;
Ability to work collaboratively with a culturally diverse staff and clients.

PREFERRED QUALIFICATIONS:

Bachelor's degree in Early Childhood Education
Early Head Start knowledge

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 0 # of non-exempt/classified 0 # of exempt/administrators/teachers
Indirect Reports: 0 # of non-exempt/classified 0 # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

Plan and implement developmentally and linguistically appropriate learning experiences that address the ages, languages, and cultures of children served. Promote all developmental domains;

Prepare daily lessons plans, which include objectives to be posted for parents, substitutes, and visitors in the classroom;

Guide, facilitate, and supervise children's experiences with intentionality including: daily activities, field trips, selecting and arranging equipment and materials in the classroom; create a responsive, safe environment that supports and encourages exploration;

Develop an individual plan for each child to include goal setting based on identified needs and prescriptions for objectives and activities to meet established goals (outcomes);

Assist in implementing children's I.E.P. (Individual Education Plan)/IFSP (Individual Family Service Plane) seeking clarification and collaboration as needed from Disability/Mental Health Coordinator;

Maintain a comprehensive and ongoing educational file/binder for each child, including observations, examples of child's work, and developmental assessment completed;

Conduct required home visits and parent conference to discuss the child's individual development and progress;

Eat with and assist children in development of social competence, self-help skills, and sound nutritional practices;

Implement a broad range of caring and teaching strategies that incorporate knowledge of child development and individual learning styles of each child;

Direct any special needs concerns to the appropriate manager/specialist/coordinator;

Work with the teacher assistant and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities;

Use the playground as an extension of the classroom; assure that the playground is safe;

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

Conduct the daily health and environment checklist;

Complete and submit required forms and reports in a timely and accurate fashion;

Establish and sustain the positive relationships with children and their families;

Actively participate in the annual Professional Development Plan and Evaluation process

SECONDARY POSITION RESPONSIBILITIES

Provides orientation to parents on classroom procedures and policies

Oversees parent/family volunteers in the classroom

Attends staff meetings, trainings and conferences

Performs other duties as assigned by designated supervisor

PHYSICAL/MENTAL REQUIREMENTS:

May be required to lift up to 45 pounds; Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components; Ability to sit and/or stand for extended periods of time; Ability to deal with stress associated with meeting multiple deadlines.

Work is performed in a normal heated or air-conditioned school environment. Noise level in work environment may be moderate to loud. Exerting up to 10 pounds of force occasionally and able to lift, carry, push, pull or otherwise move objects.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head		Date	
Associate/Chief/Executive Director	Kimberly Foxworth	Date	03/07/2025
Superintendent (if applicable)		Date	
Human Resources		Date	