

**DULUTH HEAD START/DULUTH PRESCHOOL
JOB DESCRIPTION**

JOB TITLE: Head Start/Duluth Preschool Teacher

IMMEDIATE SUPERVISOR: Head Start Director

DEPARTMENT: ISD 709 E-12 Operations

PAY GRADE ASSIGNMENT: Duluth Federation of Teachers, Local 692, A.F.T., and Teachers' Salary Schedule

MINIMUM QUALIFICATIONS: Minimum Bachelor's degree in Early Childhood with a valid MN Pre-Kindergarten or Early Childhood Education teaching license. Current CPR/ First Aid certificate required.

DESIRED QUALIFICATIONS: Coursework and/or experience in relationship- based teaching with preschool children; families from a variety of social and cultural backgrounds and families living in economic poverty. Ability to demonstrate effective verbal and written communication skills and to work independently. Computer literacy. Valid driver's license and access to reliable transportation.

DUTIES AND RESPONSIBILITIES:

Responsible for compliance with Head Start Performance Standards and regulations in the area of child development, individualization, assessment and classroom instruction;

Provides instruction using the Creative Curriculum and follows Pyramid Model for promoting social emotional competencies in young children.

Develops and implements individualization plans for students;

Maintains contact with parents and family members;

Offers a minimum of 2 home visits and 2 conferences a year;

Schedules and conducts parent-teacher conferences twice each year;

Implements Individual Education Plans, (IEP) goals and strategies in cooperation with special education staff;

Responsible for Child Plus database data collection, entry and reporting in the areas of education, individualization and assessment;

Responsible for daily schedule, meal service, instruction and other duties as the leader in the classroom;

Follows school district and Head Start policies and procedures including plans for behavior management;

Orders, maintains and keeps an inventory of classroom supplies and equipment;

Collaborates with other school district and Head Start staff;

Supervises and evaluates classroom instructional assistants;

Participates in staff development and ongoing training;

Carries out roles and responsibilities as a mandated reporter;

Other duties as assigned by supervisor.