

## **DULUTH HEAD START/DULUTH PRESCHOOL JOB DESCRIPTIONS**

**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;

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

Develop and implement individualization plans for students;

Maintain contact with parents and family members;

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

Schedule and conduct parent-teacher conferences twice each year;

Implement Individual Education Plans, (IEP) goals and strategies in cooperation with Special Education staff;

Responsible for ChildPlus 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;

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

Order, maintain and keep an inventory of classroom supplies and equipment;

Collaborate with other school district and Head Start staff;

Supervise and evaluate classroom instructional assistants;

Participate in staff development and ongoing training;

Carry out roles and responsibilities as a mandated reporter;

Other duties as assigned by supervisor.