



**Job Title:** Head Start Teacher

**Wage/Hour Status:** Exempt

**Reports to:** Campus Principal

**Pay Grade:** PG7/PG 8 (187 days)

**Dept./School:** Assigned Campus

**Date Revised:** 05/2022

**Primary Purpose:**

The Head Start teacher provides students with appropriate learning activities and experiences to help them fulfill their potential for intellectual, emotional, physical, and social growth. The Head Start teacher also enables students to develop competencies and skills to function successfully in society. This position requires scheduling and making home visits within required time frames, eating with students to reinforce “family meal” practices, conducting and using assessment data within required schedules, and compliance with Head Start Performance Standards.

**Qualifications:**

**Education/Certification:**

- Bachelor’s degree from accredited university
- Valid Texas teaching certificate with required endorsements or required training for subject and level assigned
- Demonstrated competency in the core academic subject area assigned
- Candidate must have a TB test with satisfactory outcome and a current physical paid by the employee
- Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment.

**Special Knowledge/Skills:**

- Expert in teaching young children through developmentally appropriate practices, including selecting and arranging daily activities, equipment, classroom materials, and field trips
- General knowledge of curriculum and instruction
- Able to maintain accurate documentation and records, including teacher observations and examples of children’s work in various areas of instructional and social development
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Able to effectively collaborate with parents and staff in order to meet classroom and student needs
- Fluent bilingual in English and Spanish (preferred)

**Experience:**

- At least one year student teaching or approved internship

## **Major Responsibilities and Duties:**

### **Instructional Strategies**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required
2. Prepare lessons that reflect accommodations for differences in student learning styles
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
5. Conduct assessment of student learning styles and use results to plan instructional activities
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
8. Plan and supervise assignments of teacher aide(s) and volunteer(s)
9. Eat with assigned students to reinforce "family meal" practices
10. Use technology to strengthen the teaching/learning process

### **Student Growth and Development**

1. Help students analyze and improve study methods and habits
2. Conduct ongoing assessment of student achievement through formal and informal testing
3. Assume responsibility for extracurricular activities as assigned, and sponsor outside activities approved by the campus principal
4. Be a positive role model for students, support mission of school district
5. Help to provide basic care to children, including tooth brushing, toileting, diapering; assist physically ill children; assist with the detection of head lice and other communicable diseases

### **Classroom Management and Organization**

1. Keep a safe and healthy classroom environment in order to assure that students are protected and that classroom equipment, furniture, materials, and supplies are properly maintained and stored
2. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
3. Manage student behavior in accordance with the *EISD Student-Parent Handbook and Student Code of Conduct*
4. Able to maintain accurate documentation and records, including teacher observations and examples of children's work in various areas of instructional and social development
5. Assist in selection of books, equipment, and other instructional materials

### **Communication**

1. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
2. Within 30 days of enrollment, schedule and conduct a home visit to meet the child's parent at the child's home
3. Encourage and support parent volunteers
4. Maintain a professional relationship with colleagues, students, parents, and community members
5. Use effective communication skills (written and oral) to present information accurately and clearly
6. Collaborate with director, specialists, facilitators, and other appropriate personnel regarding identification and maintenance of instructional and social services to children and their families

7. Proficient computer (PCs and/or MACs) and electronic application, including desktop and file management, word processing, and spreadsheet skills

### **Professional Growth and Development**

1. Participate in staff development activities to improve job-related skills
2. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers
3. Compile, maintain, and file all physical and computerized reports, records, and other documents required
4. Attend and participate in faculty meetings and serve on staff committees as required

### **Other**

1. Perform other duties as assigned.
2. Attendance at work is an essential job function.

### **Supervisory Responsibilities:**

Supervise assigned teacher aide(s)

### **Working Conditions: Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

**Posture:** Prolonged standing/walking; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent standing, stooping, bending, pulling, and pushing, walking. Sensory ability needs - significant; hearing, near vision, peripheral vision color discrimination, depth perception

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise, frequent cold and heat

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours; Regular district-wide travel to multiple work locations as assigned

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature \_\_\_\_\_

Date \_\_\_\_\_