

Teacher - Head Start

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Principal (Building Supervisor) and Director of Head Start (Program Supervisor)</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Certified Teacher Personnel</i>
Terms of Employment:	<i>7.5 hours / 9 months</i>
Job Goal:	<i>To create a flexible program and an environment favorable to learning and to personal growth. To motivate each student to: develop skills, knowledge and attitudes in accordance with his/her ability; to develop his/her special talents; to develop sound opinions based on facts; and to develop proficiency in inquiry skills and concepts.</i>
Minimum Qualifications	
<ol style="list-style-type: none"><i>Bachelor's Degree in Elementary Education from a regionally accredited college or university.</i><i>Valid New Mexico Public Education Department (PED) Teaching License; possession of Early Childhood or Bilingual endorsement preferred.</i><i>Outstanding verbal, written communication and organizational skills</i>	
Job Duties	
<ol style="list-style-type: none"><i>Implement and adhere to all the Head Start Performance Standards; the Head Start Act and the LCPS Head Start School Readiness Plan.</i><i>Meet and instruct assigned classes in the location(s) and at times designated.</i><i>Implement and adhere to all components of the Head Start Curriculum.</i><i>Develop lesson plans and supplementary materials compatible with basic instruction philosophy.</i><i>Develop instructional plans and organizes class time to provide a balanced program of instruction, demonstration and work time to include small group literacy, science, and math instruction.</i><i>Provide individualized and small group instruction and establishes a classroom environment in order to adapt the curriculum to the needs of the students with varying intellectual abilities, attitudes, cultural backgrounds and learning styles.</i>	

7. *Provide experiences for each child's social/emotional growth.*
8. *Assure that there are two (2) adults present with students at all times.*
9. *Adhere to Head Start Performance Standards in regards to family style meals assuring that adults are participating with the children.*
10. *Apply the domains as defined in Classroom Assessment Scoring System (CLASS):*
 - 1) *Emotional Support*
 - 2) *Classroom Organization*
 - 3) *Instructional Support*
11. *Evaluate student performance and maintain current lesson plans that includes notation about individualization based on these evaluations.*
12. *Participate in Monday meetings, Professional Development trainings, Home Visits and Parent Teacher Conferences.*
13. *Lead classroom team meetings and maintains records of these meetings.*
14. *Utilize technology in planning, developing and implementing instructional objectives.*
15. *Identify student needs and cooperates with other professional staff members in helping students and their families in the areas of nutrition, health, mental health, education, and social services.*
16. *Support implementation of all policies and regulations at school sites.*
17. *Maintain professional competence through in-service education activities provided by the district, and/or self-selected professional growth activities.*
18. *Develop and complete a Head Start Professional Development Plan (PDP) three times per year and maintains a Professional Development log.*
19. *Complete required Head Start documentation utilizing Child Plus in a timely manner.*
20. *Support family partnerships through regular communication and encouragement for participation by families.*
21. *Participate in Program recruitment process.*
22. *Participate in Teacher Performance Evaluation as adopted by the local Board of Education.*
23. *Attend and participate in faculty meetings and committees to promote school and district goals.*
24. *Prepare reports and maintain required inventory and assessment records.*
25. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
26. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
27. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
28. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
29. *Evenings and weekend work may be required.*
30. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ *Date* _____

Approved By _____ *Date* _____

