




**JOB DESCRIPTION**

<b>POSITION TITLE</b>	Head Start Teacher	<b>DEPARTMENT</b>	Head Start
<b>JOB CODE</b>	2300	<b>REPORTS TO</b>	Center Manager
<b>SALARY GRADE</b>	43	<b>FLSA STATUS</b>	Non-exempt, Hourly
<b>REVISION DATE</b>	12/22/2025	<b>APPROVED BY</b>	

**THE WACOG DIFFERENCE**

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG is the Head Start Grantee for Mohave, La Paz and Yuma Counties. Our programs focus on school readiness for all children and families. As a leader in quality early childhood programs in the area, WACOG is a champion of developmentally appropriate practices.

**SUMMARY STATEMENT**

Under general supervision, develop and implement age and developmentally appropriate lesson plans and activities designed to promote the social competence, cognitive and language development, and physical growth of pre-school children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- 1) Assume responsibility for the care, safety, and welfare of the children through active supervision; abide by the Program Standards of Conduct.
- 2) Plan and facilitate comprehensive and culturally sensitive early childhood experiences using the Creative Curriculum and State standards; implement developmentally appropriate practices which meet the needs and interests of the children.
- 3) Apply age appropriate teaching techniques and positive behavior management skills while working with preschool age children. Provide children a safe, nurturing, stimulating, and enjoyable learning environment through positive behavior management techniques and constant ("Active") supervision during all activities including instructional, playground, combined staff and child meal times, hand washing, and teeth brushing.
- 4) Evaluate and report student progress while working with the Family Development Team and Program Specialists to ensure screenings and delivery of services to children and families.
- 5) Apply Coaches' reflections to enhance and improve the overall teaching experience.
- 6) Understand and adhere to all WACOG and applicable external regulations, policies and procedures, and safety standards to include Head Start Performance Standards, Arizona Child Care Licensing, CACFP, and all Mandated Reporting requirements regarding suspected child abuse and/or neglect.
- 7) Develop and maintain respectful partnerships with families, including communicating with parents professionally on a daily basis, that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children.
- 8) Develop weekly lesson plans that include individualized activities for each child in a timely manner aligned with the Head Start Early Learning Outcomes Framework and WACOG's School Readiness Goals to ensure children's daily experiences provide multi-cultural and dual language opportunities that lead to improvements in cognitive, social/emotional, and physical growth. Follow up on goals on a monthly basis.
- 9) Prepare and maintain accurate records including ongoing observations to evaluate each child's growth and development while maintaining the confidentiality of child, family and program information.
- 10) Conduct developmental screenings and ensure each child's ongoing assessment is linked to curriculum goals. Use screening results to develop written referrals for children with suspected disabilities.
- 11) Attend parent/teacher conferences; drive to family homes for home visits and screenings on a regular basis.
- 12) Attend IEP reviews and apply goals to meet children's needs. Write needed IEP referrals in a timely manner.
- 13) Remain prepared and organized with necessary forms for meetings and everyday classroom needs. Take responsibility for the completion and accuracy of sections five and six of the family files.
- 14) Perform data entry into assigned electronic systems and paper files to include MTS and ChildPlus.
- 15) Actively participate to build and maintain a professional and collaborative instructional team that includes Assistant Teachers, parents, and volunteers; mentor and lead other classroom staff.
- 16) Clean and disinfect assigned areas on a regular basis and as needed.

- 17) Develop professionally by taking educational training or workshops as required.
- 18) Regular travel within WACOG service area, including overnight stays as needed; additional travel may be required.
- 19) Maintain reliable and predictable attendance; work outside of standard business hours as needed.
- 20) Utilize tact and discretion to maintain confidentiality of information and a positive image of WACOG.
- 21) Perform other duties as necessary to carry out the administrative/ programmatic goals and objectives of WACOG and/or department.

**KNOWLEDGE/SKILLS/ABILITIES (KSAs)** The individual who holds this position must be able to perform the essential duties and responsibilities satisfactorily. The KSAs listed below are representative of the knowledge, skills, and/or abilities needed for satisfactory performance.

- Demonstrated competency to provide effective and nurturing teacher-child interactions, plan, and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to plan and implement learning experiences that advance the intellectual and physical development of children
- Skill in improving the readiness of children for school by developing their literacy, phonemic, and print awareness
- Skill in improving children's understanding, use of language, and use of increasingly complex/varied vocabulary
- Skill in improving children's appreciation of books and their understanding of early math and early science
- Skill in improving children's problem-solving abilities, and their approach to learning
- Ability to establish and maintain a safe and healthy learning environment
- Ability to support the social and emotional development of children
- Knowledge to be able to encourage the involvement of the families of the children and support the development of relationships between children and their families
- Ability to interpret a wide variety of technical instructions
- Working knowledge of Head Start Program Performance Standards and Arizona State Licensing requirements
- Ability to perform accurate and timely data entry
- Skill in navigating a variety of software programs
- Ability to communicate effectively in English, including verbal instruction, reading, and written communication
- Ability to establish and maintain professional, collaborative, and productive working relationships

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

**Per Head Start Program Performance Standards, currently:**

OPTION ONE:

Associate's degree in child development or early childhood education

OPTION TWO:

Associate's degree in a related field and coursework equivalent to a major (18 credit hours) relating to early childhood education, with experience teaching preschool-age children

**Per Arizona Licensing Requirements (R9-5-401), currently:**

18 years of age, and

Six months of child care experience, and

High school diploma or high school equivalency diploma, or at least 12 credit hours from an accredited college or university with at least six credit hours in early childhood, child development, or a closely-related field.

### **PREFERRED EDUCATION AND EXPERIENCE**

Bachelor's degree in child development or early childhood education

Four years experience working in early childhood education and with federal grants.

### **OTHER REQUIREMENTS**

Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit/Central Registry Background Check  
Comfortable working in a fast-paced, high-energy environment

\*Ability to secure and maintain a driver's license valid in the state of Arizona. Will be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.

\*\* Current Health Physical and TB Clearance WHEN incumbent is paid primarily (≥50%) out of Head Start department funds, allocations adjusted monthly  
CPR/1st Aid (classes will be offered post-hire)  
Arizona Food Handler's Certificate

**WORK ENVIRONMENT**

The work environments are representative of those an employee encounters while performing the essential duties and responsibilities of this job.

- Required to make frequent trips off-site by motor vehicle within the WACOG service area.
- May work with the public in home, office, or center environments that may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

**PHYSICAL DEMANDS**

The physical demands are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

- Frequent sitting, standing, squatting, and walking.
- Frequent lifting or moving objects typical of a Head Start classroom environment.
- Manual dexterity sufficient to handle/feel/reach with hands and arms to operate classroom and office equipment.
- Vision ability to include close vision, distance vision, and ability to adjust focus.
- Hearing ability to respond to emergency or operational needs.

**DISCLOSURES AND ACKNOWLEDGEMENTS**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WACOG provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetics. In addition to federal law requirements, WACOG complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, appointment transition including promotion, training, termination, layoff, reinstatement, leaves of absence, compensation, and benefits.

WACOG expressly prohibits any form of workplace harassment based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetics, or veteran status. Improper interference with the ability of WACOG's employees to perform their job duties may result in discipline up to and including discharge.

I acknowledge that I have read and understand my assigned job description, and I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodation. I understand that the job description does not constitute an employment agreement and is subject to change at any time by the employer. I also understand that employment with WACOG is terminable at will, either by me or by WACOG, and, all positions at WACOG are grant funded and subject to termination if funding is withdrawn or decreased.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_