



Job Title:	Early Head Start Lead Teacher	Position Type:	Full-time
Reports To: Center Manager			
Job Description			
Roles and Responsibilities			
<ol style="list-style-type: none"> 1. Supervises, guides, and models appropriate behavior and teaching techniques for teacher assistant and volunteers 2. Ability to demonstrate a working knowledge of child development, classroom and behavior management, and developmentally appropriate curriculum for children 6 weeks to 2 years of age 3. Nurtures the development of the children by responding to their developmental needs i.e. cognitive, social, emotional, and physical 4. Monitors developmental milestones of children for mastery and update lesson plans for future instruction 5. Creates a classroom environment to promote developmentally appropriate practices for all young children as recommended by the National Association for the Education of Young Children (NAEYC) and Missouri standards 6. Consistently follows universal health precautions. Plans and maintains a safe, neat, clean, organized, and free of hazards and clutter learning environment, and assures the well being and safety of children 7. Participates in staffing when the development of ISFP are required on children 8. Participates in staffing when children are undergoing transitions from I/T program to Pre-K 9. Maintains a cooperative attitude of working together with teacher assistant, volunteers, parents and with staff of other Head Start components (health, nutrition, disabilities, mental health, and social services) to ensure full integration of all services 10. Plans individual and group activities to stimulate growth in discipline areas (math, science, literacy, social studies) and promote critical thinking and problem solving 11. Head Start teachers conduct parent/teacher conferences and in-home visits to meet performance standards 12. Responsible for direct supervision and evaluation of the teacher assistant and volunteers. 13. Perform other duties as assigned 14. Conducts home visits as guidelines state 15. Stay in compliance with infant and toddler feeding and care plan 16. Ability to demonstrate a working knowledge of ASQ and assist families when needed to ensure deadlines are met 17. Responsible for participation and meeting agency monthly in-kind goals for Early Head Start 18. Completing the on line ABC infant safe sleep training on DHSS website within 30 days of employment. 19. Complete 12 CEU trainings a year 20. Complete and maintain infant/toddler/adult CPR first aid certification 			

Marginal Functions:

Must be willing to engage in professional development activities (continuing formal education and attending pre and in-service training sponsored or recommended by agency)

Physical/Visual Activities or Demands:

1. Physical/visual activities or demands that are commonly associated with the performance of the functions of this job
2. Physicals activities: stand, walk, sit, climb, balance, stoop, crouch, knel, crawl, reach, push, grasp, feel, talk, and hear
3. Visual: must have good visual activity
4. Physical demands: must be able to safely lift up to at least 50 pounds by hand
5. Will have to perform childcare tasks both inside and outside the building
6. May work at more than one Grace Hill site as requested; site assignments may be changed periodically

Education Requirements:

Bachelors of Arts in Early Childhood Education

Minimum Experience Required:

Minimum of one (1) year experience working with children in a center-based child care setting. Desired fluency in the languages spoken by the families served by the program

An Equal Opportunity/Affirmative Action Employer

Services Provided On A Non-Discriminatory Basis

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	LStobbs	Date/Time:	26 Sept 2017