



Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206
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JOB DESCRIPTION Northcoast Children's Services State Program **TEACHER**

Under the supervision of the State Center Director or Head Start Regional Supervisor, the Teacher is responsible for the development and implementation of all classroom activities. The Teacher must be enthusiastic and energetic about working with young children, parents and other staff members. This is a non-exempt position.

DUTIES/RESPONSIBILITIES:

1. Create a warm, accepting environment which encourages independence and self-esteem for each child.
2. Plan and implement daily curriculum in accordance with appropriate program guidelines. Weekly lesson plans will be written and posted at the center. Plan and conduct field trips.
3. Develop program to meet the individual needs of each child and his/her family.
4. Develop program components which are sensitive toward each child's rights, needs, and cultural/socioeconomic background.
5. Develop a safe, stimulating learning environment. Assign staff to, and share in, housekeeping duties.
6. Assist Director in supervising all classroom staff and evaluate them annually. Develop training for all persons who work with the children.
7. Be familiar with and able to communicate information on program policies and procedures to parents, staff, and interested community members.
8. Organize daily preparation time to include but not limited to:
 - a. Prepare curriculum and daily activities, develop and obtain needed materials and supplies.
 - b. Evaluate daily program and each child's progress.
 - c. Assist in maintenance of pertinent child development assessments and records.

9. Assist children in self help skills and daily routines including toileting, dressing, eating, napping, etc.
10. Train and integrate staff, volunteers, parents and resource people into the program.
11. Attend all appropriate staff, parent and community meetings.
12. Communicates pertinent information regarding a child's growth and development to parents and staff. Uphold confidentiality of child and family information.
13. Implement guidance techniques with children which are appropriate to the situation and aid individual children who experience difficulty in the group.
14. Assist with preparation, service and clean up of food program when appropriate.
15. Screen children daily for health problems. Contact parents when child becomes ill or hurt. Administer first aid when needed.
16. Attend and participate in appropriate inservice and other training programs.
17. Be familiar with and adhere to the policies and procedures as outlined by Personnel Policies and Staff handbook.
18. Perform other tasks required for efficient program operation.

QUALIFICATIONS:

1. Must possess the minimum of an Associate Teacher Permit on the Child Development Matrix.
2. Must possess one year teaching experience in a preschool setting.
3. Must have a working knowledge of child care programs, child growth and development, and curriculum planning.
4. Must be sensitive to the needs and characteristics of young children. Must have the ability to relate well to other staff members, parents and community members. Must be able to self-direct and initiate parent and staff activities.
5. Should have the ability to work with professionals and non-professionals of varied backgrounds.
6. Have a basic knowledge of child guidance techniques, communication skills and child development.
7. Must be able to deal with crisis situations in the classroom in a calm, mature, and sensitive manner.

8. Possess the ability to develop warm, open relationships with children, parents, and staff.

Physical Requirements

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Must be able to lift and carry children up to 40 pounds for safety reasons.
3. Must have the physical agility to bend, stoop, walk, reach over head, push/pull, squat, twist and turn.

Health and Safety Training Requirements

1. Must possess, or be willing to obtain within 30 days, a current pediatric first aid and pediatric CPR certificate (EMSA approved training).
2. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.