

**CLINTON COUNTY CAP JOB DESCRIPTION**  
**HEAD START/CLINTON COUNTY EARLY LEARNING CENTER**  
**Center Based Lead or Co-Lead Teacher Position**

**MISSION:**

In collaboration with our community, Head Start, Clinton County Early Learning Center will provide a safe, high-quality environment that educates and empowers our children and families to be successful, self-advocates throughout their lives.

**PRIMARY OBJECTIVES:**

Responsible for achieving the goals of educational, nutritional, health, family services, and parent involvement regulations and performances standards of the Head Start/ELC Program. To assist the parents and their children in the process of achieving a higher level of self-sufficiency.

**ROLES AND RESPONSIBILITIES:**

1. Treat all families with dignity and respect.
2. Work cooperatively with all Head Start staff.
3. Attend all trainings and meetings required.
4. Meet all Performance Standards, Ohio Department of Job & Family Services Daycare Licensing Polices & Procedures and Step Up To Quality Standards.
5. Demonstrate Leadership skills.
6. Have organizational and management skills.
7. Complete an annual performance review.
8. Ability to prioritize and make quick decisions.
9. Ability to plan and the implement developmentally appropriate activities.
10. Ability to set up the environment in a developmentally appropriate manner.
11. Ability to implement activities and set up environment to help the children develop social/emotional, language, cognitive, and gross/fine motor skills.
12. Ability to actively interact and engaged with the children.
13. Have the knowledge and skills to run the classroom independently in a developmentally appropriate manner.
14. Have the knowledge and skill in the completion of the paperwork involved in running a classroom. (Attendance sheets, Monthly reports, Positive notes, Newsletter articles etc.)
15. Have the knowledge and skill in writing lesson plans.
16. Have the knowledge and skill in the administration of the Developmental Screen.
17. Implement the curriculum to fidelity and in compliance with Ohio Early Learning Development Standards and the ELOF.
18. Have knowledge and skill in observing children needed to complete the required documentation. (IFSP/IEP – Individual Education Plan, Behavior Observations and Anecdotal Notes)
19. Attend IEP/IFSP meetings for children with special needs.
20. Implement the goals set on the I.E.P. in the classroom environment.
21. Ability to lift a 40-pound child.
22. Ability to set up a pleasant stimulating environment during mealtimes. Encourage children to try new foods.
23. Responsible for ensuring that the classroom is a safe, healthy learning environment and cleaned daily and checked for broken toys or furniture.
24. Complete a quick health check on each child for signs or symptoms of illness or head lice.
25. Ability to clean up after children who have toileting accidents or who have become ill.
26. Model and assist the children in self-help, healthy, dental and safe habits.
27. Serve as an advocate for the children and families.
28. Make referrals for the children and families needs to the appropriate management team member.

29. Enhance parents' knowledge in the area of Child Development through their observations in the classroom, home visits, and parent/teacher conferences.
30. Plan classroom environment to reflect a balance of teacher/child directed activities.
31. Maintain up to date records on the children.
32. Complete two home visits and two conferences with each family.
33. All other job duties as they relate to this position and the needs of the Head Start Program.

**RELEVANT QUALIFICATIONS:**

1. Must be at least 18 years of age or older
2. Must be a U. S. Citizen
3. Must be able to work as a team member
4. Must possess good problem-solving skills
5. Preferably have a Bachelor's degree in Early Childhood Education or related field
6. Must have a minimum of an Associate Degree in Early Childhood Education or related field required or be working towards and gain degree within 3 years of hired date
7. Must pass Criminal BCI check
8. Must support all Head Start goals and objectives
9. Have all required vaccinations or exemptions on file & complete medical examination

**SUPERVISION:** Erdman Center of Early Learning – Assistant Director/Education Coordinator  
Clinton County Early Learning Center – Administrator on site

**EMPLOYEE BENEFITS:** See page 6 of personnel policies

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT**

Clinton County Community Action is an equal opportunity employer committed to creating a diverse and healthy workplace.

**Job Description Acknowledgement Form**

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If interested, contact Cathy Crowe via email [cathycrowe@clintoncap.org](mailto:cathycrowe@clintoncap.org) or by phone 937-382-8365 ext. 1927

