



STEP FORWARD

Classification Specification

CO-TEACHER (2085)

Purpose of Classification:

The purpose of this classification is to provide care and supervision for a group of infant and toddlers in the Early Head Start classroom setting. Shares responsibility with another assigned teacher for the management of a classroom and the care of enrolled infants and toddlers.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides daily responsive care, education, and oversight to a group of infants and toddlers in an Early Head Start classroom: assists children in on-going learning and developmental activities such as learning colors, numbers, alphabet, songs, playing games and other activities; supervises indoor and outdoor play activities; assists children with self-help skills like dressing, eating, tooth brushing, toilet training and other areas of health, safety and hygiene; ensures that the children are safe and kept away of potential sources of danger that might cause injury or sources of potential harm out of the reach of children.

Plans and creates a development screening and assessment program for each child: provides parents and families with education and information about the child's development, best practices and any concerns by working with program staff team members and other agencies in order to implement needed services; prepares an individual family service plan (IFSP).

Prepares and implements parent-child activities for each family which are individually tailored and appreciative to the multi-cultural background of the child and family, the developmental level of the child and other issues like children with special needs and disabilities.

Develops and sustains good personal relationships with a variety of individuals, children, parents, families, other staff members and agency services providers.

Maintains records, documents, assessments and assists in preparing written reports, logs and schedules.

Engages in ongoing professional development and training to keep up with best practices and certification requirements, including education and care services for children with special needs; attends meetings as required and serves as a spokesperson and advocate for the Early Head Start program.

Provides effective and nurturing teacher to child interaction. Plan and implement learning to ensure effective curriculum implementation and use of assessment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Possession of a CDA credential in Pre-School or Infant/Toddler required; One year of experience in a classroom with infants and toddlers preferred.

Specific License or Certification Required: Must possess and maintain a valid Ohio driver's license. Must have State of Ohio ACT 33 (Child Abuse) ACT 34 (Criminal Record) and ACT 14 (FBI) Clearances.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, and/or materials such as computers, copiers and various other office equipment used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate to vigorous physical effort which may involve some lifting of infants and toddlers, carrying, pushing and/or pulling, kneeling, bending, sitting on the floor. Tasks may involve extended periods of time standing.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, traffic hazards, animal/human bites, and pathogenic substances.

Step Forward is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.