



STEP FORWARD

Classification Specification

TEACHER (2075)

Purpose of Classification:

The purpose of this classification is to provide care, supervision and teaching for a group of children in the Head Start classroom setting.

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.

Creates, maintains and manages an attractive, warm, and challenging learning environment for young children, incorporating developmentally appropriate learning activities which meet the needs of the group as well as those of individual children; implements the program curriculum and the Head Start performance standards for classrooms; prepares developmentally appropriate daily lesson plans in advance, which include: multicultural educational materials and activities; both classroom and playground activities; family style dining at meals and snacks as per program policy and procedure; and, individualized activities that are recorded in the lesson plans.

Provides daily care and oversight to a group of children 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;

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 and/or an individual service plan.

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.

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: keeps classroom neat and orderly.

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 Head Start programs.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Early Childhood Education; or Bachelors degree in a related field coupled with twelve credits or an Associate degree in Early Childhood Education; One year of work experience working with Pre-school age children 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 provide semi-formal training to others in specific areas using furnished teaching materials.

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, advisory and/or design 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 young pre-school children, 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.