



# Regional Consolidated Services Job Description



Department Head Start

Job Title Lead Teacher

**PURPOSE:** This position exists to fulfill the goals and objectives of child development component of the Head Start program, to prepare records and paperwork required of the program so school readiness goals are met, and to provide for safe transportation.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Maintain working knowledge of and follow all Head Start, childcare, sanitation and other relevant policies and procedures.
2. Offer a program that meets the emotional, physical, intellectual and social needs of both the individual and the group.
3. Interact with the children and encourage their involvement in activities.
4. Prepare a warm and safe environment that is orderly, clean and appealing, permitting the child to grow and to explore. Organizes classroom space into functional areas.
5. Plans, along with the assistant teacher, weekly lesson plans based on a curriculum outline and school readiness goals.
6. Provides assistants with the opportunities to have input into the program.
7. Establish and maintain good communications with parents through parent conferences and home visits, as well as on an informal daily basis and through daily interaction at the pick up and drop off sites.
8. Observe, record, and report significant individual and group behavior.
9. Use appropriate and positive discipline and train staff so that discipline is consistent.
10. Maintain all records and files.
11. Attend staff meetings.
12. Work in coordination with all components and personnel.
13. Requests new equipment and supplies in order to prepare materials needed in the program.
14. Assist with morning/afternoon safety inspection of bus with daily log sheet.
15. Assist with and maintain maintenance and mileage logs.
16. Consistent and regular attendance is required.

## OTHER DUTIES AND RESPONSIBILITIES:

1. Other duties as assigned by the child development coordinator or Head Start director.
2. Maintain a CDL bus driver license to provide transportation for children to and from the center and for field trips when needed.
3. Follows all Head Start policies, procedures, and NC state laws regarding the safe transportation of preschool children.
4. Responsible for the safety of all children and safe operation of vehicle.
5. Act as bus driver or monitor during bus routes and field trips.

**SUPERVISORY RESPONSIBILITIES:**

1. Responsible for supervision of children at all times.
2. Responsible for day-to-day classroom management, including providing guidance to other classroom staff assigned to the classroom.

**KNOWLEDGE AND SKILLS:**

1. Relate joyfully and sensitively to children, parents and other family members.
2. Communicate well verbally and in written forms.
3. Knowledgeable in early childhood development, developmentally appropriate practices as established by NAEYC, family dynamics, and the needs of children.
4. Fluent in the language used by the majority of families served.
5. Demonstrate willingness to accept job related responsibilities at other than normal working hours.

**FISCAL RESPONSIBILITY:**

1. Responsible for submitting supplies and field trip requests in a timely manner.
2. Responsible for providing input for the budget regarding educational needs for the program.

**PHYSICAL DEMANDS:** See, hear, speak; walk at times fast or run; bend, stoop; use fingers, hands, arms; drive a vehicle; able to lift and move up to 60 pounds.

**WORKING CONDITIONS:** Classroom and outdoor play area with moderate to loud noise level. Local travel as well as regional and national travel requiring overnight stays. Travel on field trips and to other sites.

**QUALIFICATIONS:**

1. A two year degree in Early Childhood Education is accepted, a 4 year degree is preferred.
2. Clean criminal and child abuse/neglect records required.

**CLASSIFICATION:** Nonexempt. The Child Development coordinator supervises this position.

*Staff Name:* \_\_\_\_\_

*Staff ID Number:* \_\_\_\_\_

*Date:* \_\_\_\_\_