

TEACHER III

General Statement of Duties

Performs responsible, professional teaching of preschool children and provides daily classroom supervision of assistant teaching staff, volunteers and other classroom personnel in a Head Start preschool education center or a local school system. An employee in this class may also work with children with special needs. Also participates in support activities for other teaching staff including, but not limited to mentoring, lesson plan review, training and limited site support.

Distinguishing Features of the Class

An employee in this class evaluates and interprets data reflecting children's developmental levels; plans developmentally appropriate educational activities; participates in activities and teaches children; supervises an Assistant Teacher and any volunteers in the classroom; and maintains educational and administrative records. Work includes promoting parent involvement; sharing information on children's progress; and making referrals for other component services. Work is carried out in accordance with federal Head Start Program Performance Standards, State licensing and accrediting organizations' requirements. Work involves coordination with internal components to ensure comprehensive integrated services and contact with community agencies. Work requires an understanding of the federal Head Start Program Performance Standards, professional early childhood education field, and demonstrated teamwork skills. Considerable tact, diplomacy, and the ability to exercise discretion and independent judgment are needed to effectively perform these duties. Work subjects employees to inside and outside environmental conditions. Duties may expose employees to human body fluids in emergencies, thus is subject to the OSHA requirements on blood-borne pathogens. Work is performed under the limited supervision of the Early Childhood Education Supervisor, and is evaluated through daily discussion, classroom observations, staff meetings, staff and component manager's feedback, Significant Incidents and an annual performance appraisal.

Behavioral Indicators of Organizational Principles

An employee in this class routinely and regularly models and enforces behavior that is consistent with and promotes both the letter and the spirit of the organizational principles of Community Action Opportunities:

- Teamwork – participates responsibly, accepts and supports decisions
- Communication – exhibits a spirit of openness, shares relevant information
- Quality – exceeds standards, follows up and follows through
- Respect – recognizes boundaries, behaves in a direct and nonjudgmental manner

Duties and Responsibilities

Essential Duties and Tasks

- Administers assessment profile to assess children's development needs in gross and fine motor, cognitive, language, social and self-help skills; interprets data to determine level of development in key domains.
- Participates on the interdisciplinary team of parents and professionals to develop Individual Educational Plans for children with diagnosed disabilities.
- Develops weekly and monthly lesson plans for individual, small and large group activities to promote intellectual and physical growth and development, social skills and emotional development that reflect developmentally appropriate practice.
- Facilitates, participates and interacts with children in curriculum activities.
- Incorporates opportunities and activities for health education and hygiene, mental health and social and emotional development into daily activities and weekly themes.
- Creates a supportive social and emotional classroom climate.
- Designs and arranges classroom learning centers; selects appropriate materials for centers and rotates materials to meet the developmental needs, levels and interests of children; maintains an attractive and comfortable environment suited to the ages and stages of development of the children.
- Uses positive guidance to handle a wide variety of child behavior problems from typical behavioral challenges to challenging emotional and behavioral disorders; makes referrals when needed.
- Supervises and ensures the safety of children in the classroom.
- Develops and maintains accurate and confidential records, reports and statistics; takes appropriate action as necessary, and forwards appropriate forms and referrals to other component staff.
- Supervises assistant and volunteers in the classroom; recommends training; models professional early childhood practices, provides on the job training in lesson planning and reviews and approves assignments; mentors, coaches, provides feedback and normal supervisory correction and handles performance problems; maintains Significant Incidents; completes annual evaluation.
- Oversees service of meals and snacks, utilizing time for teaching individual children, and coordinates clean-up.
- Greets and talks with parents in the center/school; makes home visits; shares information on the child's progress and needs based on professional interpretation of physical and developmental screening and assessment and makes referrals for services;
- Resolves problems in the classroom and handles emergencies; notifies supervisor; seeks assistance as needed; may seek consultation from component program managers.

Additional Duties

- May mentor new teaching staff.
- May review Teacher I lesson plans, develop and implement demonstration training and perform model teaching.
- May assist Education Supervisors with site support and supervise other teaching staff.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Considerable knowledge of theories, practices and techniques in early childhood growth and development and teaching techniques for preschool children.
- Considerable knowledge of Federal and State Head Start and child care requirements.
- Considerable knowledge of community resources for intervention with children and families.
- Ability to teach children using effective research- and evidence-based techniques and methodologies for varied developmental levels, abilities and disabilities.
- Ability to assess problems, determine options and use discretion to arrive at effective solutions and modify policies to fit special circumstances.
- Ability to exercise discretion and professional and independent judgment.
- Ability to plan, implement and evaluate activities.
- Ability to analyze developmental assessments, write lesson plans and tailor activities appropriate to the developmental levels and stages or individual children and small and large groups of children; ability to understand and explain outcomes expected from particular plans and activities.
- Ability to establish and maintain effective working relationships with children, parents, Leadership Team members, other employees, community agency representatives and the general public.
- Ability to effectively express ideas, concepts and plans orally and in writing.
- Ability to work effectively in teams and lead teaching teams including those outside of the classroom and that include Teacher I members.
- Ability to integrate services to ensure comprehensive Head Start service delivery.

Physical Requirements

- Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pulling, pushing, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare data and reports, to operate a computer terminal, and for extensive reading.

Required Education and Experience

Graduation from a regionally or CHEA accredited college or university with a baccalaureate degree in Early Childhood Education or Child Development and three years of related experience with preschool children or any other combination of bachelor's degree and experience recognized by the State of North Carolina for B-K teacher certification and a North Carolina B-K Teaching Certificate.

Special Requirements

- Must possess a valid North Carolina Birth through Kindergarten (B-K) teaching

certificate.

- Must possess a valid North Carolina driver's license.
- Must pass a physical examination, criminal background investigation and an annual TB Tine Test.

Community Action Opportunities
July 2010