

**Teacher
(Family Service Worker)
Job Description**

Supervisor: Program Administrator **Classification:** Exempt

Wage Range: \$48,216.56 - \$65,382.24

Work Hours: 7:30am – 3:30pm

Minimum Qualifications: Must have at least an associate's or bachelor's degree in child development, early childhood education or related field. If the degree is in a related field, must have equivalent coursework to an early childhood endorsement. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks.
2. Must be approved by Board and Policy Council.
3. Will be required to complete an initial health examination that includes screeners or tests for communicable diseases, as appropriate.
4. Have good verbal and written communication skills as well as computer skills.
5. Have the ability to work independently or in a team environment.
6. Must be able to advocate for low-income families and those with special needs within the community.
7. Able to work evenings and travel if necessary.

General Duties:

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all OCDC Policies and Procedures, Childcare regulations, and Federal Performance standards.
3. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
4. Participate in annual self-assessment, community assessment process, Trainings, and Staff Meetings
5. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.
6. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this training as needed to provide services to children and families enrolled in the program.
7. Follows active supervision guidelines.

Primary Responsibilities:

1. Plan and implement curriculum with fidelity.
2. Create developmentally appropriate lesson plans weekly that follow the Creative Curriculum Study guides.
3. Assess children three times a year using the current assessment tool.
4. Use the assessment to individualize activities to student needs and development for classroom activities.
5. Will participate in one-on-one or small group coaching when necessary.
6. Will use developmentally appropriate classroom management skills (i.e. Conscious Discipline).
7. Must obtain and remain certified in current assessment Interrater Reliability.
8. Integrate all program components into the curriculum (i.e. education, nutrition, transition, health and hygiene, mental health etc.)
9. Identify and develop Individual Child Plans (ICP) to meet the educational needs of each child
10. Conduct two (2) home visits and two (2) conferences during each program year.
11. Responsible for the completion of documentation and reports according to procedure and timelines (i.e. outcomes, lesson plans, in-kind, individualization, etc.)
12. Follow meal service guidelines.
13. Assist the specialists in meeting goals of screenings, referrals, follow-up and on-going care.
14. Promote parent engagement by encouraging parents to participate in parent/child activities (i.e. parent meetings, volunteering in classrooms, completing in-kind sent home, etc.).
15. Work with community volunteers giving them direction and assistance.
16. Responsible for implementation of all applicable Head Start standards inclusive of the delivery of measurable early childhood education outcomes.
17. Administer and participates in screenings as needed.
18. Provide feedback to families in regard to ongoing assessments of enrolled child.
19. Responsible for classroom cleanliness and maintenance (i.e. equipment, materials, toys, storage, etc.).
20. Responsible for training teacher assistants in individual classroom routines and duties, including in-kind, observation, assessment, etc.
21. Responsible for giving input to Program Administrator regarding teacher assistant performance.
22. Initiate Family Partnership Agreements with each family.
23. Work with families through the family partnership process regarding family, health, and community engagement services.
24. Make families aware of resources, assist in accessing appropriate agencies as needed.
25. Identify and assist children and families in meeting individual goals and needs.
26. Other duties as assigned.