

I, \_\_\_\_\_, certify that I have read and understand the Qualifications and Functions of this Position Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Position Description

Choanoke Area Development Association

Position	Child Development Teacher	Date:	August 2019
Overtime Status	Non-exempt	Grade:	2
Salary Range	Program Period School Year - 42 Weeks		
Site Location	Assigned Center		
Department	Head Start		
Reports to	Center Manager/Lead Teacher		

Qualifications:

Graduate from a four year college or university with a degree in Early Childhood Education is preferred. Employee must have an Associate Degree in Children Development, or advance degree and course work equivalent to a major relating to early childhood education. Experience in working with preschool children in a nursery school, kindergarten, or day care facility is desirable. Working knowledge of good health practices. Considerable knowledge of child growth and development and planning programs to appropriately meet the physical, mental, social and emotional needs of children. Employee must have the ability to establish rapport with children and their parents in order to better meet their needs. Must have the skill to prepare and maintain records and reports. Employee must have the ability to exercise good judgment in appraising situations and making decisions. Employee must possession of a valid health certificate issued by a physician or the County Health Department.

Basic Functions:

Teacher must demonstrate competency in teaching preschool age children in a childcare setting. Teacher will be able to provide school readiness learning experiences that will advance the intellectual, physical, social, and emotional development of preschool children. Work involves coordinating daily education and recreational activities; the ability to evaluate and make provisions to improve children's individual progress. Work also involves utilizing various methods of training such as audiovisual aids, phonographic aids, and computer software. Work is performed under general supervision of Lead Teacher II or Center Manager. Performs other related work as assigned.

Specific Functions:

1. Prepare and carry out daily indoor and outdoor education activities.
2. Develop lesson plans and submit for development and approval.
3. Assign and supervise the activities of assistants and volunteers.
4. Maintain adequate supplies and see that equipment is kept in good condition.
5. Input information into Data Based Systems

Specific Functions (Continued):

6. Discuss with parents individual child's progress and plans objectives to meet his needs.
7. Attend and participate in general staff meetings and staff development conference.
8. Complete daily, weekly and monthly reports.
9. Provide training for classroom volunteers.
10. Conduct daily health check.
11. Track children's education program on daily basis.
12. Conduct at least two parent / teacher conferences.
13. Conduct pre and post educational assessment on each child and refer children as needed to specialized services.
14. Setup classroom with learning centers to reflect curriculum model.
15. Complete home visits to a child's home at least twice per year.
16. Send education (TSG Family Conference Form) reports home to parent each quarter.
17. Send Home Follow up, newsletter, and Personal Skill Profile home to parent each month.
18. Monitor nutrition plans for children.
19. Maintain a clean and organized classroom environment.
20. Know Performance Standards and implement continuous improvement plans.
21. Individualize instructions based on identified needs.
22. Coordinate referrals for health and disabilities and behavioral needs when identified and track referrals and plans.

## **PHYSICAL REQUIREMENTS**

### **Child Development Teacher**

- A. Ability to lift/manipulate/move children from the age of birth – 5 years of age weighing up to 50 pounds from one place to another.
- B. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc. on the outside play areas.
- C. Vision sufficiently correctable to permit full performance of all job duties.
- D. Hearing sufficiently correctable to permit full performance of all job duties.
- E. Ability to run, jump, walk, etc. at a swift pace.
- F. Ability to go up or down stairs or uneven surfaces.
- G. Possess a wide range of mobility; to be able to stoop or squat from a standing position; to be able to stand from a sitting or stooping position; able to bend to retrieve a child or item. Can carry a child when necessary.
- H. Physically able to remain outside and interact with children during the entire outside play times.
- I. Floor play- providing developmentally stimulating activities on the floor for children crawling, sliding on their stomachs, rolling over, etc.
- J. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, data entry and writing.
- K. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- L. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.