

CVOEO Position Description

Program	Head Start
Title	HS Classroom Teacher
Reports to	County Supervisor
Supervises	N/A

Job Summary

Work in an outcomes-oriented, team environment under the supervision of the Head Start County Supervisor. Ensure program compliance with Head Start Federal Performance Standards, Vermont Child Care Licensing regulations, as well as all other applicable regulations, best practices, and Agency and program policies and procedures. Maintain the highest standards of diplomacy and professionalism, in all settings within and outside of the Champlain Valley Office of Economic Opportunity (CVOEO), in representing CVOEO, Champlain Valley Head Start (CVHS), and Head Start children and families. Exercise good judgment in all situations.

Summary of Essential Job Functions

A. General duties

- Serve as lead or co-teacher for assigned program option site.
- Provide and maintain safe, healthy, friendly, and developmentally appropriate environments for preschool children. Complete daily playground checklist and follow Active Supervision Protocol. Maintain assigned site in compliance with Performance Standards and Vermont Child Care Licensing regulations, including daily set up and clean-up of classroom in order to maintain a healthy environment.
- Plan, schedule and implement home visits that both address the individual needs of children and families, which include, all Head Start components and comprehensive services. Provide opportunities for families to become directly involved in the development of their children, and in the services provided to them.
- Meet monthly with supervisor to discuss caseload and collaboration, review Child Plus, and to discuss classroom practice.
- Conduct a minimum of two Parent/Teacher Conferences per program year.
- Oversee volunteers, interns, and collaborative staff on site.

B. Head Start required services

1. Education services

- Coordinate services and individualize for children based on information from parents, Component Coordinators, Supervisor, community agencies, Family Support Planning and other collaborative meetings.
- Plan and implement CVHS curriculum, lesson plans and services in order to provide a developmentally appropriate educational experience for preschool aged children.
- Conduct, record, analyze and implement child observation data using Teaching Strategies Gold to provide quality, individualized services to children.
- Collaborate with school and child care organizations to support transitions for children and families.
- Utilize principles based upon the Multi-Tiered System of Supports (MTSS) promoting positive interactions with children.

2. Health services

- Assist children and families in connecting to health services and establishing a medical home and dental home.
- Ensure that all children on caseload are up-to-date on physical and dental exams, and receive any follow-up treatment needed for identified or suspected health issues. Document progress in Child Plus.
- Conduct required health and developmental screenings, and make referrals as appropriate.

- Assist families when necessary in the arrangement and transportation for children’s medical or dental appointments as required by Head Start, including designated follow-ups.

3. Family Services

- Assist families in identifying family resources and needs, provide resources and referrals to families in response to their social service needs, and assist parents in accessing and utilizing community resources.
- Assist families in a collaborative process of setting and achieving goals based on strengths and needs, document process in Family Goals in Child Plus, and update Goals per schedule determined by program.
- With feedback from parents regarding their availability, plan and implement regular parent committee meetings at least
- 4 times per year that encourage and provide opportunities for parent input into curriculum, parent education sessions and workshops. Actively recruit parents to serve on CVHS Policy Council.
- Provide monthly comprehensive services and document in Child Plus.

4. Special Needs Services

- Assist in identifying special needs and attend meetings with collaborating agencies as a Head Start representative to support children with special needs and their families.
- Maintain contacts with special education service providers for support and follow up on children with special needs and those on IEPs.

C. Record-keeping, monitoring, and assuring compliance with regulations and policies

- Maintain child and family records (electronic and paper files) with all required documentation for each enrolled family. Oversee, track and maintain accurate records of site budget as assigned.
- Meet monthly with supervisor to plan, evaluate caseload, review assignments and priorities, and discuss performance. Submit all required paperwork, electronic submissions and documentation to supervisor as required.

D. Recruitment and outreach, team meetings, collaborative partnerships and referrals

- Maintain full enrollment with a waitlist of Head Start eligible children and families, and conduct and participate in active and ongoing Head Start child and family recruitment efforts.
- Participate in scheduled planning meetings with collaborative partners and co-workers in order to create a developmentally and individually appropriate curriculum and coordinate services for children and families.
- Attend meetings with collaborating agencies as a Head Start representative, and participate in Family Support Planning process and meetings.
- Perform all other related duties as assigned.

Supervision Received

- Supervision is received from the Head Start County Supervisor in formal supervision meetings, in team meetings, and on an informal, intermittent basis. Additional supervision may be provided by the Head Start Director or Associate Director.

Minimum Requirements, Knowledge, Skills and Abilities:

- Bachelor’s Degree in Early Childhood Education or related education field and relevant work experience. Vermont educator’s license required in program options if specified as a requirement by CVHS collaborative partners, or if required for NAEYC or state-funding purposes.
- Knowledge and experience in developmentally appropriate early childhood practice, child outcome assessment; child behavior management; curriculum planning, development and implementation. Demonstrated ability to work with children with special needs and their families.
- Also required are excellent verbal and written communication and organizational skills, as well as skills in documentation, record-keeping and computer applications such as Word, Excel, email and internet. Must be able to develop and maintain strong, cooperative relationships with parents, staff, collaborative and community partners.

- Excellent verbal and written communication skills required; bilingual abilities are a plus.
- A commitment to social justice, to working with families with limited resources, and to maintaining client confidentiality is necessary.
- Must be skilled in following precise instructions and meeting deadlines, and must possess abilities to prioritize and handle multiple tasks.
- Must be energetic, positive, mature, professional, diplomatic, motivated, have a “can-do, extra-mile” attitude and the ability to work independently and as part of a team.
- Valid driver’s license, clean driving record, and reliable personal means of transportation required.
- Willingness and ability to work occasional evenings and weekends, and to perform other duties as assigned in order to meet program goals and objectives.
- Ability to uphold safety standards.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only			
Union Status		Pay Range	
FLSA Status	Non-Exempt	Last Revised	November 2016

Physical Demands:

The physical demands described here are representative of those that an individual must meet in order to successfully perform the essential functions of this job. C.V.O.E.O. will make reasonable accommodations to enable individuals with disabilities to perform these functions.

In an 8 hour workday, this job requires:

N = Never (0 hours per day)

R = Rarely (less than 1/2 hours per day)

O = Occasionally (1/2 to 2.5 hours per day)

F = Frequently (2.5 to 5.5 hours per day)

C = Continually (5.5 to 8 hours per day)

Lifting/Carrying (Amount of force exerted to lift and/or carry)

1 – 10 lbs. (circle one):	N	R	O	F	<input checked="" type="radio"/>
11 – 20 lbs. (circle one):	N	R	O	F	<input checked="" type="radio"/>
21 – 35 lbs. (circle one):	N	R	O	F	<input checked="" type="radio"/>
36 – 50 lbs. (circle one):	N	R	O	<input checked="" type="radio"/>	C
51 – 75 lbs. (circle one):	N	R	<input checked="" type="radio"/>	F	C
76 – 100 lbs. (circle one):	N	<input checked="" type="radio"/>	O	F	C

Pushing/Pulling (Amount of force exerted to push and/or pull)

1 – 10 lbs. (circle one):	N	R	O	F	<input checked="" type="radio"/>
11 – 20 lbs. (circle one):	N	R	O	F	<input checked="" type="radio"/>
21 – 35 lbs. (circle one):	N	R	O	F	<input checked="" type="radio"/>
36 – 50 lbs. (circle one):	N	R	O	F	<input checked="" type="radio"/>
51 – 75 lbs. (circle one):	N	<input checked="" type="radio"/>	O	F	C
76 – 100 lbs. (circle one):	N	<input checked="" type="radio"/>	O	F	C

Postures/Movements

Sitting (circle one):	N	R	O	<input checked="" type="radio"/>	C
Standing (circle one):	N	R	O	<input checked="" type="radio"/>	C
Walking (circle one):	N	R	O	<input checked="" type="radio"/>	C
Stooping, kneeling, crouching (circle one):	N	R	O	<input checked="" type="radio"/>	C
Reaching and/or grasping (circle one):	N	R	O	<input checked="" type="radio"/>	C
Hand/finger dexterity (circle one):	N	R	O	<input checked="" type="radio"/>	C
Climbing and/or balancing (circle one):	N	R	O	<input checked="" type="radio"/>	C
Carrying, pushing and/or pulling (circle one):	N	R	O	<input checked="" type="radio"/>	C

Cognitive/Sensitive

Talking (circle one):	N	R	O	F	<input checked="" type="radio"/>
Hearing (circle one):	N	R	O	F	<input checked="" type="radio"/>
Sight (acuity) (circle one):	N	R	O	F	<input checked="" type="radio"/>
Touch (circle one):	N	R	O	F	<input checked="" type="radio"/>
Smelling/tasting (circle one):	N	R	O	F	<input checked="" type="radio"/>
Occupational Aspects/ Work Environment					
<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. C.V.O.E.O. will make reasonable accommodations to enable individuals with disabilities to perform these functions.</i>					
Working Inside (circle one):	N	R	O	<input checked="" type="radio"/>	C
Working Outside (circle one):	N	R	O	<input checked="" type="radio"/>	C
Changing Temperatures (circle one):	N	R	O	<input checked="" type="radio"/>	C
Wet/Humid Conditions (circle one):	N	R	<input checked="" type="radio"/>	F	C
Confined Spaces (circle one):	N	<input checked="" type="radio"/>	O	F	C
Use of computer (circle one):	N	R	O	<input checked="" type="radio"/>	C
Weekend/evening (circle one):	N	<input checked="" type="radio"/>	O	F	C
Areas of dust, odors, mold (circle one):	N	R	<input checked="" type="radio"/>	F	C
Mechanical, electrical hazards (circle one):	<input checked="" type="radio"/>	R	O	F	C
A flexible work schedule (circle one):	N	R	O	<input checked="" type="radio"/>	C
Fast paced and deadline oriented (circle one):	N	R	O	F	<input checked="" type="radio"/>
Warehouse environment, may be noisy (circle one):	<input checked="" type="radio"/>	R	O	F	C
Collaborating and working with others (circle one):	N	R	O	F	<input checked="" type="radio"/>
Travel time, with occasional overnight stays (circle one):	N	R	<input checked="" type="radio"/>	F	C
Work independently and with minimal supervision (circle one):	N	R	O	<input checked="" type="radio"/>	C
Other Aspects					
Infectious Agents (circle one):	N	R	O	<input checked="" type="radio"/>	C
Chemicals (circle one):	N	R	O	<input checked="" type="radio"/>	C

Employees must support C.V.O.E.O.'s mission consistently while performing their duties and while assisting C.V.O.E.O. in achieving the strategies and outcomes of our strategic plan. They must fulfill their individual responsibility to communicate suggestions, ideas, improvements and other constructive feedback to management. Additionally, every employee is responsible for following the guidelines set forth in the Employee Handbook,

The above is intended to describe the general content of, and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.

This job description reflects C.V.O.E.O.'s best effort to describe the essential functions and qualifications of the position described. This is not intended to be a contract for employment and either you or the employer may terminate employment at any time, for any reason. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications of the position. You will be evaluated, in part, based upon your performance of the tasks listed in this job description.

Employee Printed Name: _____ Date: _____
Employee Signature: _____