

JOB DESCRIPTION

Lead Teacher

INFORMATION

Job Class:	Class Status: Active
Department: CCTHITA - Head Start	Type of Position: Non-Exempt
Location of Work: Varies	Covered Position: Yes
Salary Grade(s): 8	Prepared by: Bill Abbott
Hours of Work: 37.5 hrs/week, between 36-42 wks/yr	Approved by:
Employment Category: Regular Full-Time	Effective Date:

PURPOSE

This position is responsible for the overall operation of the Head Start Center, involving: overseeing implementation of all Head Start components for up to 20 children; coordinating center activities in conjunction with the parent committee and center staff; ensures that the center operates in accordance with the Head Start Performance Standards.

REPORTING RELATIONSHIPS

Reports To: Site Supervisor.

Leads: Two to four staff, volunteers, and parents when present within the classroom.

Liaison To: Facility landlord.

ESSENTIAL FUNCTIONS

- Maintain an age- and developmentally appropriate classroom environment that meets Head Start Performance Standards and is responsible for the well being of all children at the center.
- Conduct staff meetings daily and weekly in order to plan and prepare center activities – coordinate and conduct weekly staff meetings to prepare lesson plans, menus, and to discuss progress and problem-solve issues that relate to the program.
- Incorporate the Child Development/Disability, Family and Community Partnerships, Health/Nutrition, and the Eligibility/Recruitment/Selection/Enrollment/Attendance (ERSEA) component work plans into daily operations of the local program, making sure all staff members are familiar with the goals, procedures, and performance standards of each.
- Delegate responsibilities to team members according to their abilities, development, and skills to ensure that all center activities are carried out.
- Serve as chief point of contact with central office, community, parents, and act as a liaison with the landlord.
- Provides evaluative input to the Site Supervisor as they evaluate staff members and create/update their staff development plan as needed for progression with training objectives.
- Ensure that staff complete and submit all relevant reports to the appropriate Component Coordinators (e.g., Human Resources, Nutrition, Transportation) at central office in a timely manner.
- Conduct continuous recruitment efforts for full classroom enrollment following the eligibility and enrollment process as identified by the ERSEA Coordinator.

- Complete and provide annual classroom inventory and supply orders in line with projected budget for the center.
- Maintain a complete child file for each child in a secure and confidential location.
- Ensure that the building, grounds, and equipment are kept in clean and safe condition, and ensure that all fire and sanitary inspections are completed annually.
- Ensure that center and bus evacuation plans are developed/updated annually, while conducting monthly evacuation drills (classroom and bus).
- Responsible for identifying a substitute in your or your staff's absence, first utilizing parent volunteers, then paid substitutes.
- Work with local school district, public health, and other community agencies to improve services for Head Start children.
- Ensures that consumables are purchased and replenished in a timely manner.
- Ensures that four family home visits take place from the beginning to the end of the year.
- Work with the ERSEA Coordinator to establish an academic calendar in concert with the local school district calendar(s).
- Perform other duties as assigned.

DECISION MAKING AUTHORITY

Spending Authority: None.

Other Authority: None.

NECESSARY SKILLS AND KNOWLEDGE

- Knowledge of applicable state and federal laws and requirements, and program rules and requirements.
- Ability to work effectively with executives, managers, supervisors, employees, and employee representatives.
- Ability to meet Head Start Performance Standards, especially related to higher education pursuits of an AAS and/or BA degree in Early Childhood Education.
- Project management, and conflict resolution, administration, management, and organizational skills.
- Ability to maintain accurate, complete, and confidential records.
- Familiarity with word processing, spreadsheets, and database software.
- Proficiency in computerized record keeping and reporting.
- Ability to work as a team member and as a leader with direct report staff.
- Excellent oral and written communication skills.
- Knowledge of family dynamics, adult learning, and community resources
- Knowledge of child development concepts and skilled at putting them into practice.
- Familiarity with Alaska Native cultures, particularly Tlingit, Haida, and Tsimshian.

MINIMUM QUALIFICATIONS (education, experience, skills)

Grade 8 pay scale – High school diploma or equivalent; CDA credential or Associates degree in Early Childhood Education (ECE); three (3) years experience working directly with young children in a preschool classroom; two (2) years of supervisory experience of one or more staff members; and possess a current 1st Aide/CPR certificate (or attain within 90 days).

PREFERRED QUALIFICATIONS (education, experience, skills)

Bachelors degree in ECE, in addition to the above identified qualifications.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The work is generally active, requiring routine walking, standing, bending, and carrying of items and/or children weighing up to 60 lbs. The majority of work is performed in a pre-school setting with a wide variety of children & people with differing functions, personalities, and abilities. The office is a non-smoking facility with outside smoking areas.

CONDITIONS OF HIRE

- All employment at CCTHITA is “at will.” This means that the employee or CCTHITA may terminate employment at any time and for any reason, with approval from the Head Start Policy Council per Performance Standard 1304.50(d)(1)(xi). Unless specified in writing, no term of employment is expressed or implied for this position.
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.
- If not a current 1st Aide/CPR holder, employee must obtain within 90 days of hire.
- If not currently CDA credentialed or have an AAS degree, employee must obtain CDA within 2.5 years of hire.
- Annual TB screens and bi-annual physicals.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor

Date