

**BEAUFORT JASPER EOC
EARLY HEAD START
JOB DESCRIPTION**



POSITION TITLE Early Head Start Teacher		STATUS Non-Exempt
COMPONENT Education	SUPERVISOR Center Manager	PROJECT Head Start

GENERAL RESPONSIBILITY:

Teachers are responsible for ensuring the care and education of a group of children as part of a teaching team. Teachers are also responsible for assisting with the planning and implementation of the curriculum and coordinating all classroom activities.

PERFORMANCE RESPONSIBILITIES

1. Develops individual goals and objectives reflective of children’s assessed needs.
2. Participates in all workshops, in service trainings and conferences and occasional overnight training.
3. Conduct a minimum of two home visits and two parent conferences per year.
4. Develops lesson plans and the implementation of these plans in the classroom.
5. Conducts assessment and observations of the children.
6. Perform other duties as assigned by the supervisor.
7. Maintain a professional behavior at all times.
8. Maintains a clean, safe, and orderly classroom and playground area.
9. Attend all required meetings, pre-service, in-service and other trainings as required.
10. Perform associated duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS:

1. An Associates Degree in Early Childhood Education or an Infant and Toddler CDA.
2. Good verbal and written communication skills.
3. Must possess a valid driver’s license and access to own vehicle.
 1. Sit on floor and interact with children
 2. Good verbal and written communication skills.
 3. Visually observe and hear children from all areas of the classroom and playground from at least 70ft.
 4. Must be at least 18 years old.
 5. Lift at least 25 lbs.
 6. Must possess a valid driver’s license and access to own vehicle.

FRINGE BENEFITS:

1. Annual Leave
2. Sick Leave
3. Pension/Retirement Plan
4. Health Insurance including medical and dental plan