

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



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

SUPERVISORY 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. Creates and maintains an appropriate safe and healthy learning environment for Early Childhood Preschool children.
2. Develop individualized lesson plans.
3. Develop individualized Instruction in both large and small group settings.
4. Conducts daily ongoing assessments of the children and analyzes data for planning.
5. Post necessary health and safety information for classroom and playground
6. Coordinate child and family communication with Family Services.
7. Conduct a minimum of two home visits and two parent conferences per year.
8. Participates in all mandatory workshops, in service trainings, conferences and occasional overnight training.

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.

FRINGE BENEFITS:

All employees are eligible after completing ninety-day probationary period.

1. Annual Leave, Sick Leave, Health Insurance (including medical and dental plan), and Pension/Retirement Plan.

QUALIFICATIONS:

Baccalaureate or Advanced degree in early childhood education; or Baccalaureate or Advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

Associates Degree in Early Childhood Education.

Sit on floor and interact with children.

Good verbal and written communication skills.

Visually observe and hear children from all areas of the classroom and playground from at least 70 ft.

Must be at least 18 years old.

Lift at least 25 lbs.

Must possess a valid driver's license and access to own vehicle.