



## PICAYUNE SCHOOL DISTRICT HEAD START JOB DESCRIPTION HEAD START TEACHER / FLOATER



**POSITION SUMMARY:** Under the direction of the Education Manager, assists in overseeing and directing the planning, organizing, and implementation of education services for children, in addition to part time classroom teacher duties which include developing and implementing individual educational plans for children, the person selected for this position will be responsible for the care and supervision of the preschool children assigned to him/her. She/he is directly responsible for working closely with assistant teachers to ensure that continuity of care is maintained throughout the child's entire day at the center.

### MINIMUM QUALIFICATIONS:

1. A Bachelor's (B.S. or B.A.) degree in Early Childhood Education / Child & Family Studies  
**OR**  
Associate's Degree (A.S. or A.A.) in Early Childhood / Child & Family Studies **AND** enrolled in a baccalaureate program (within 1 yr of completion)
2. Must be at least 18 years of age and work background in early childhood is preferred.
3. Criminal Record (e.g. Live Scan Fingerprinting), Child Abuse Index, Sexual Offender Registry, Tuberculosis (TB) test clearances required.

**REPORTS TO:** Education Manager

### RESPONSIBILITIES:

1. Participate in pre-service training, staff training / meetings, and parent meetings as required;
2. Implement evidence-based curricula in the classroom;
3. Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices;
4. Guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom;
5. Maintain a comprehensive and ongoing portfolio assessment for each child, including weekly observations in each area, examples of the child's work, and a developmental assessment, completed as per HS procedure;
6. Use home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations;
7. Eat with and assist children in development of social and self-help skills, and sound nutritional practices;
8. Meet with director and coordinators to exchange information pertinent to the identification and services of children with disabilities;
9. Meet with the mental health consultant monthly to discuss mental health needs of children;
10. Guide children's acquisition of social skills;
11. Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored;
12. Use the playground as an extension of the classroom; assures that the playground is safe;
13. Assist in implementing children's I.E.P. (Individual Education Plan) seeking clarification for any aspects that are not well understood;
14. Complete and submit required forms and records in a timely and accurate fashion, e.g., lesson plans, time sheets, meal reports etc.;

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May be required to lift up to 30 pounds.
- Noise level in work environment may be moderate to loud.
- Some evenings and weekend work may occasionally be required for parent committee meetings and community events.

### POSITION INFORMATION

- 187 days - *Picayune School District Early Childhood Programs Is an Equal Opportunity Employer*