

Community Action Partnership of Cambria County

Teacher I (Hourly Non-Exempt)

Reports to: Education Managers

Department: Early Childhood

Classification Group: K

Date: June 1, 2023

JOB SUMMARY:

1. The position of Teacher I involves specialized work in developing and maintaining Educational Programs between the Head Start Program, HSSAP and parents of Head Start and HSSAP participants.
2. Work involves preparation or development and administration of:
 - a. Agency Early Childhood, Office of Child Development and Early Learning (OCDEL) policies and procedures
 - b. Marketing services on behalf of Head Start and HSSAP
3. This position is supervised directly by the Education Managers.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. When substituting for an Aide on the bus, ensures all children have evacuated the bus, and checks for personal items left on the bus.
3. Establishes and implements an appropriate active learning environment.
4. Creates a daily routine consistent with Creative Curriculum.
5. Uses Teaching Strategies Gold On-line as assessment tool and enters data to the system three times per program year. *
6. Maintains a positive learning environment, models positive behavior, and engages in positive adult-child interactions.
7. Observes and assesses children, developing and implementing appropriate lesson plans pursuant to required timelines, using the Individual Program Room Self-Assessment Plan for developing strategies to enhance outcomes. *
8. Institutes home and center communications by encouraging parent participation.
9. Conducts periodic home visits and participates in parent teacher conferences. *
10. Practices daily health routines including potty training, hand washing, etc., follows emergency procedures if needed.
11. Records and updates all associated records, including the screenings which must be completed within the first 45 days of service. *
12. Assists with fastening children in to harnesses on bus and attaching name tags. Rides the bus as required and ensures active participation by the children while on the bus.
13. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.
14. Eats with children sharing the same menu while demonstrating socially acceptable behaviors and manners.

* Not applicable to day-to-day substitutes.

ADDITIONAL RESPONSIBILITIES:

1. Provides assistance as needed at the center.
2. Follows the program procedures relating to confidentiality.
3. Attends evening meetings and participates in job related training as required.
4. Performs overnight travel as required.
5. Mandated Child Abuse/Neglect reporter
6. Must pass initial and tri-annual physical exam and TB screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Working knowledge of social service systems.
3. Proficient oral and written communication skills including effective listening skills.
4. Ability to deal tactfully with the public.
5. Working knowledge of outcome-based services.
6. Knowledge of Creative Curriculum.
7. Knowledge of State Learning Standards.
8. Knowledge of CLASS.
9. Pediatric First Aid and CPR Certification.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Associate degree in Early Childhood Education (ECE) or Child Development, or course work equivalent to an Associate degree in Early Childhood Education or Child Development. (Required)
2. Current PA Driver's License and reliable transportation. (Required)
3. Free of Child Abuse/Neglect history as verified by proper authorities prior to employment. (Required)
4. Must obtain Child Abuse, PA State Police, FBI Fingerprinting & NSOR Clearances prior to starting employment. (Required)
5. Must meet vaccination requirements set by funding sources. (Required)
6. Demonstrated experience working in a child-oriented group setting. (Preferred)
7. Training in or demonstrated knowledge of Creative Curriculum. (Preferred)

EMPLOYEE'S SIGNATURE: _____ DATE: _____