

## POSITION DESCRIPTION

<b>TITLE:</b>	Head Start/Early Learning Teacher	<b>SUPERVISOR:</b>	Early Learning Program Principal and Building Principal
<b>DEPARTMENT:</b>	Early Learning Department	<b>CLASSIFICATION:</b>	Certified

- I. Accountability Objectives:** The Head Start/Early Learning Teacher is responsible for overseeing and providing developmentally appropriate activities and instruction to Head Start/Early Learning students and supporting Head Start/Early Learning families in the development of their children.
- II. Position Characteristics:**  
Salary: Set annually by Board of Education  
Length of Contract: 189 Days
- III. Position Relationships:**  
Reports to: Early Learning Program Principal and Building Principal  
Coordinates with: Early Learning Program Principal, Building Principal, Head Start Program Coordinator, Special Education Staff, ECASD Head Start/Early Learning Staff, parents and volunteers, Head Start Classroom Assistant, and all other ECASD Staff as needed.
- IV. Position Qualifications:**
- A. Required Qualifications:  
 Bachelor's Degree in early childhood education and/or related field, Pre-Kindergarten certification #080, 083, 086, 088, or 090. Dual certification in ECSE or willingness to become dually certified.
  - B. Desired Qualifications:  
 Experience in a Head Start program as a parent, volunteer or teacher and/or experience in a pre-K classroom. Bilingual skills and/or experience with English Language Learners.
  - C. Special Requirements:  
 Very strong knowledge of early childhood development, ability to implement curriculum teaching strategies and assessment methods that support NAEYC and school district standards of developmentally appropriate practice, ability to implement positive guidance strategies, strong organizational skills, strong written and verbal communication skills, ability and interest in working cooperatively in a team, a strong desire to include and involve parents and community partners in the educational process, the ability to implement Head Start Performance Standards. Ability to implement Wisconsin Model Early Learning Standards.
- V. Position Responsibilities:**  
 The primary responsibility of the Head Start/Early Learning Teacher shall focus on implementing a comprehensive, early childhood development classroom as required by the Eau Claire Area School District and the Head Start Performance Standards in collaboration with other Head Start/Early Learning and school district staff, families, and community partners. The Head Start/Early Learning teacher is expected to:

## POSITION DESCRIPTION

- A. Plan and provide learning opportunities to students which support growth in the areas of cognition, early literacy and language, social development, play skills, fine and gross motor development, fine arts, adaptive/self-care skills, health and nutrition.
- B. Implement a developmentally appropriate and ongoing assessment of student progress.
- C. Follow Head Start and school district policies for referring children for further diagnostic evaluation when necessary.
- D. Communicate with Head Start/Early Learning families on a regular basis via home visits, parent conferences, written materials and informal personal and telephone contacts.
- E. Promote and model good health and nutrition practices to children and families.
- F. Monitor the health and safety of students while at school.
- G. Use appropriate guidance strategies to help children learn socially acceptable behavior.
- H. Maintain written reports and records as required by the ECASD and Head Start/Early Learning Program.
- I. Maintain a positive working relationship with students, families, colleagues, and community members that will promote effective communication and collaboration.
- J. Actively seek to involve parents and families in the educational process and development of their children.
- K. Maintain the confidentiality of students and families as set forth in ECASD and Head Start policies.
- L. Provide appropriate work direction and oversee the daily responsibilities of the Head Start paraprofessional and classroom volunteers.
- M. Participate in required staff meetings and staff development opportunities.
- N. Maintain knowledge in the current trends and research in the field of early childhood education.
- O. Select and order necessary classroom supplies and materials as provided in the classroom budget.
- P. Other duties as assigned.

---

*Eau Claire Area School District  
500 Main Street, Eau Claire, Wisconsin 54701  
(715) 852-3000 Fax (715) 852-3004*

**New:** 11/2000  
**Revised:** 06/2001, 08/2003, 01/2007, 03/2007, 03/2011 (Updated job titles)  
**Location:** R:\Position Descriptions\Certified\Head Start Early Learning Teacher.doc

## POSITION DESCRIPTION

<b>TITLE:</b>	Head Start/Early Learning Teacher	<b>SUPERVISOR:</b>	Early Learning Program Principal and Building Principal
<b>DEPARTMENT:</b>	Early Learning Department	<b>CLASSIFICATION:</b>	Certified

- I. Accountability Objectives:** The Head Start/Early Learning Teacher is responsible for overseeing and providing developmentally appropriate activities and instruction to Head Start/Early Learning students and supporting Head Start/Early Learning families in the development of their children.
- II. Position Characteristics:**  
Salary: Set annually by Board of Education  
Length of Contract: 189 Days
- III. Position Relationships:**  
Reports to: Early Learning Program Principal and Building Principal  
Coordinates with: Early Learning Program Principal, Building Principal, Head Start Program Coordinator, Special Education Staff, ECASD Head Start/Early Learning Staff, parents and volunteers, Head Start Classroom Assistant, and all other ECASD Staff as needed.
- IV. Position Qualifications:**
- A. Required Qualifications:  
 Bachelor's Degree in early childhood education and/or related field, Pre-Kindergarten certification #080, 083, 086, 088, or 090. Dual certification in ECSE or willingness to become dually certified.
  - B. Desired Qualifications:  
 Experience in a Head Start program as a parent, volunteer or teacher and/or experience in a pre-K classroom. Bilingual skills and/or experience with English Language Learners.
  - C. Special Requirements:  
 Very strong knowledge of early childhood development, ability to implement curriculum teaching strategies and assessment methods that support NAEYC and school district standards of developmentally appropriate practice, ability to implement positive guidance strategies, strong organizational skills, strong written and verbal communication skills, ability and interest in working cooperatively in a team, a strong desire to include and involve parents and community partners in the educational process, the ability to implement Head Start Performance Standards. Ability to implement Wisconsin Model Early Learning Standards.
- V. Position Responsibilities:**  
 The primary responsibility of the Head Start/Early Learning Teacher shall focus on implementing a comprehensive, early childhood development classroom as required by the Eau Claire Area School District and the Head Start Performance Standards in collaboration with other Head Start/Early Learning and school district staff, families, and community partners. The Head Start/Early Learning teacher is expected to:

## POSITION DESCRIPTION

- A. Plan and provide learning opportunities to students which support growth in the areas of cognition, early literacy and language, social development, play skills, fine and gross motor development, fine arts, adaptive/self-care skills, health and nutrition.
- B. Implement a developmentally appropriate and ongoing assessment of student progress.
- C. Follow Head Start and school district policies for referring children for further diagnostic evaluation when necessary.
- D. Communicate with Head Start/Early Learning families on a regular basis via home visits, parent conferences, written materials and informal personal and telephone contacts.
- E. Promote and model good health and nutrition practices to children and families.
- F. Monitor the health and safety of students while at school.
- G. Use appropriate guidance strategies to help children learn socially acceptable behavior.
- H. Maintain written reports and records as required by the ECASD and Head Start/Early Learning Program.
- I. Maintain a positive working relationship with students, families, colleagues, and community members that will promote effective communication and collaboration.
- J. Actively seek to involve parents and families in the educational process and development of their children.
- K. Maintain the confidentiality of students and families as set forth in ECASD and Head Start policies.
- L. Provide appropriate work direction and oversee the daily responsibilities of the Head Start paraprofessional and classroom volunteers.
- M. Participate in required staff meetings and staff development opportunities.
- N. Maintain knowledge in the current trends and research in the field of early childhood education.
- O. Select and order necessary classroom supplies and materials as provided in the classroom budget.
- P. Other duties as assigned.

---

*Eau Claire Area School District  
500 Main Street, Eau Claire, Wisconsin 54701  
(715) 852-3000 Fax (715) 852-3004*

**New:** 11/2000

**Revised:** 06/2001, 08/2003, 01/2007, 03/2007, 03/2011 (Updated job titles)

**Location:** R:\Position Descriptions\Certified\Head Start Early Learning Teacher.doc