



JOB DESCRIPTION

Job Title	Head Start/Early Learning Teacher
Department	Early Learning Department
Reports To	Early Learning Program Principal and Building Principal
Classification	Certified
Location	
Salary	Set Annually by Board of Education
Length of Contract	189 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

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.

Essential Job Functions

- 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.
- Implement a developmentally appropriate and ongoing assessment of student progress.
- Follow Head Start and school district policies for referring children for further diagnostic evaluation when necessary.
- Communicate with Head Start/Early Learning families on a regular basis via home visits, parent conferences, written materials and informal personal and telephone contacts.
- Promote and model good health and nutrition practices to children and families.
- Monitor the health and safety of students while at school.
- Use appropriate guidance strategies to help children learn socially acceptable behavior.
- Maintain written reports and records as required by the ECASD and Head Start/Early Learning Program.
- Maintain a positive working relationship with students, families, colleagues, and community members that will promote effective communication and collaboration.
- Actively seek to involve parents and families in the educational process and development of their children.
- Maintain the confidentiality of students and families as set forth in ECASD and Head Start policies.
- Provide appropriate work direction and oversee the daily responsibilities of the Head Start paraprofessional and classroom volunteers.
- Participate in required staff meetings and staff development opportunities.
- Maintain knowledge in the current trends and research in the field of early childhood education.
- Select and order necessary classroom supplies and materials as provided in the classroom budget.
- Other duties as assigned.



Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s Degree in early childhood education and/or related field.
- Pre-Kindergarten certification #080, 083, 086, 088, or 090

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in Head Start program as a parent, volunteer, or teacher
- Experience in a pre-K classroom
- Bilingual skills and/or experience with English Language Learners

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Very strong knowledge of early childhood development.
- Ability to implement curriculum, teaching strategies, and assessment methods that support NAEYC and school district standards.
- Ability to implement positive guidance strategies, strong organizational skills, strong written and verbal communication skills.
- Ability and interest in working cooperatively in a team.
- Strong desire to include and involve parents and community partners in the educational process
- Ability to implement Head Start Performance Standards
- Ability to implement Wisconsin Model Early Learning Standards.
- Ability to build and maintain effective relationships with school administrators, staff, students, and families.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to talk, hear, grasp, and reach.



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- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.