

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Child Development Programs
Job Description

Date: May 2019

Salary Grade: 4-8

Exposure Determination Category: 2

Chart: 2 Non-Exempt

Job Title: MSHS Teacher - Preschool

Reports To: Education Coordinator

Areas of Responsibility: Implement the education and parent involvement objectives through daily operation of center in accordance with Dept. of Health and Human Services Administration for Children, Youth and Families (ACYF) Head Start Performance Standards and state licensing.

Major Duties:

1. Establish a classroom structure implementing program curriculum, developmentally appropriate practices and maintain a safe, healthy, and nurturing education environment that ensures a quality child development program.
2. Interact in a skilled, respectful and sensitive manner to strengthen families as the primary nurturers of their children through improved parenting skills, emotional well-being, and progress toward family goals.
3. Partner with families and communicate to provide children with education, health and nutritional services to enhance their growth and development.
4. Provide a well-managed program that supports regular communication, program documentation, team goals and reports in a timely manner.
5. Effectively use and maintain materials, supplies, equipment, facilities and grounds; ensure facility meets local, state and federal requirements.
6. Provide individualized training of support staff with support of management team and participate in development of employee development plans.
7. Recruit eligible children to ensure full enrollment.
8. Encourage volunteer and community involvement and support for the program documented by non-federal match.
9. Maintain standards of confidentiality regarding program, children, families and staff.
10. Participate and contribute to the support of a quality program through participation in team meetings and program assessment.
11. Performs other duties as assigned.

Working Conditions:

- Classroom 75%
- Off-site home visits, training, meetings and community interactions 25%
- Work is frequently stressful and requires the ability to meet tight deadlines.
- Moderate level of supervision; supervises up to five staff.
- Occasional out-of-town travel for training.
- Will work some evenings and weekend meetings and training.

Physical Requirements:

- Must complete health physical upon entry to program and yearly health screenings.
- Must be able to move about, getting up and down from floor play with children.
- Must be able to lift 50 lbs.

Minimum Qualifications:

Grade: 4

1. AA in Early Childhood education or related field with 18 course hours in Early Childhood.
2. Requires proficient level of communication skills oral and written, teamwork and managing conflict, as well as the ability to prioritize or organize own job responsibilities.
3. Experience in working with families from various ethnic backgrounds is preferred.
4. Basic level of computer knowledge is required.
5. Valid driver's license with good driving record and insured vehicle.
6. Age 21 or over
7. Current CPR and First Aid card.
8. Complete 20 contact hours of education annually in subject matter related to position.

Grade: 5

1. Must meet minimum qualifications above;
2. BA in related field with 30 course hours in Early Childhood

Grade: 6

1. Must meet minimum qualifications above;
2. BA in Early Childhood.

Grade: 7

1. Must meet minimum qualifications above;
2. Advanced degree in related field in Early Childhood.

Grade: 8

1. Must meet minimum qualifications above;
2. Advanced degree in Early Childhood.

Reviewed by Human Resource Director: _____
Signature Date

Reviewed by Program Director: _____
Signature Date