

# **JOB DESCRIPTION**

*An Equal Opportunity Employer/Contractor*

**AGENCY:** Lakes and Pines C.A.C., Inc.  
1700 Maple Avenue East  
Mora, MN 55051-1227  
(320) 679-1800

**TITLE:** Classroom Teacher  
- Head Start Program

**SALARY RANGE:** Per Union Contract

**CLASSIFICATION:** AFSCME Council 65

**HOURS:** Per Bargaining Unit Agreement

Non-Exempt Classification

Per Bargaining Unit Agreement  
Non-Exempt Classification

## **GENERIC DESCRIPTION**

The Classroom Teacher is responsible for developing and implementing Child Development Plans (CDPs) for a classroom of up to seventeen (17) preschool children. Duties include providing classroom supervision on a daily basis, conducting three (3) Home Visits of one and one-half (1½) hours per child, and two (2) parent-teacher conferences for enrolled families.

## **SPECIFIC DESCRIPTION - Essential Functions**

- Adhere to and be able to articulate Program philosophy, Head Start Performance Standards, Department of Human Services (DHS) Rule 3, Head Start Service Area Plans, personnel and administrative policies, Agency Mission Statement, Blood Borne Pathogens Policy, Americans with Disabilities Act (ADA) Policy, and Data Privacy and Affirmative Action Policies; and utilize when performing responsibilities.
- Support the mission of the Agency.
- Actively participate in Program recruitment activities.
- Attend staff meetings, and participate in training programs offered by the Agency.
- Maintain all applicable required records, and submit all applicable reports in a timely manner as required by supervisor.
- Maintain confidentiality and professionalism in performing responsibilities.
- Reinforce, through implementation of all aspects of the Program, the role of parents as primary educator of their children.
- Recruit volunteers to assist in the Program.
- Ensure that applicable Head Start Performance Standards are met within the assigned caseload.
- Role model appropriate adult/child interaction consistent with established Early Childhood Best Practices.
- Integrate all Program Service Areas into lesson plans.
- Ensure each enrolled child on the caseload receives a developmental, sensory, and behavioral screening and nutritional assessment within forty-five (45) days of his/her entry into the Program.
- Provide three (3) one and one-half (1½) hour Home Visits to each child on the caseload, the first to be completed within two (2) weeks of enrollment, and document on Parent Contact Report forms; provide two (2) parent/teacher conferences.
- Establish in cooperation with each family "medical home(s)" that will provide medical and dental exams and follow-up care to meet Program Standards within ninety (90) days of enrollment.
- Assist each enrolled family to develop and implement an individualized Family Partnership Agreement within ninety (90) days of enrollment.

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## **SPECIFIC DESCRIPTION - Essential Functions (continued)**

- Document ongoing progress of each enrolled family on the Partnership Agreement.
- Maintain classroom attendance to meet Program and Performance Standards.
- Assist each enrolled family to develop and implement a Child Development Plan (CDP) for their child(ren).
- Conduct regular classroom observations of each child, and complete reports identifying progress toward objectives for each child present; and discuss with parents.
- Implement, along with parents, CDPs in the classroom setting and follow-up activities in the home.
- Develop written weekly, monthly, and three-month lesson plans.
- Prepare classroom site into a conducive learning environment.
- Submit lesson plans to supervisor for review one month in advance.
- Ensure meals for each child meet the Child and Adult Care Food Program (CACFP) nutritional guidelines.
- Maintain a Family Development Log documenting family changes/situations and any appropriate referrals to Family Advocates or Coordinating staff and/or other agencies.
- Ensure that parents will be involved in the classroom during the Program Year.
- Plan and conduct quarterly parent/child nights in cooperation with Child Care Lead.
- Meet regularly with Family Advocate to discuss each family's and child's goals, progress, and resource needs.
- Complete a Child Development Assessment Checklist three (3) times per year.
- Work cooperatively with Family Advocates and other Service Area staff to assist families in accessing resources as needed.
- Refer children with suspected or diagnosed disabilities to Disabilities/Literacy or Health Services Coordinator(s).
- Offer activities/educational opportunities that provide for children's individual achievement based on CDPs, Individual Education Plans (IEPs), and/or Individual Family Service Plans (IFSPs).
- Attend authorized meetings specific to individual family service provision.
- Be able to articulate and carry out appropriate emergency procedures.
- Complete a Professional Development Plan and review with supervisor regularly.
- Perform other essential duties as assigned by the Manger of Community and Family Partnerships and/or the Early Childhood and Family Development Department Director.

## **SPECIFIC DESCRIPTION - Secondary Functions**

Perform other secondary duties as assigned by the Manger of Community and Family Partnerships and/or the Early Childhood and Family Development Department Director.

## **REQUIREMENTS**

- Requires a Bachelor's or advanced degree in Early Childhood Education, or a Bachelor's or advanced degree and course work equivalent to a major relating to Early Childhood Education with experience teaching pre-school aged children.
- An Associate's degree in Early Childhood Education or an Associate's degree in a related field and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool aged children may be considered.

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## **REQUIREMENTS (continued)**

- Must be teacher qualified under DHS Rule #3.
- Must be willing and able to enroll in a certificate or degree program if not possessed and if the position requires.
- Experience in working with preschool children.
- Must have ability to work with parents and children in the classroom and home environments.
- Must have ability to communicate verbally with adults as well as children and in writing to various reading levels.
- Must be physically able to relate to and manage children on an individual and group basis.
- Must possess initiative, be responsible, and have the ability to be flexible.
- Must be able to meet the travel requirements of the position, including occasional travel out of the service area for meetings, workshops, conferences, overnights, etc.
- Is subject to a Criminal Background Check, the results of which are acceptable to the Agency.

## **PHYSICAL REQUIREMENTS**

Requires occasional light lifting up to thirty (30) pounds; display sound lifting and safety habits.

## **SUPERVISORY CONTROL**

The Classroom Teacher is directly responsible to the Child Care Lead, who is responsible to the Child Care/0-3 Coordinator, who is responsible to the Manager of Community and Family Partnerships, who is responsible to the Early Childhood and Family Development Department Director and/or his/her designee. The Agency Executive Director is ultimately responsible for the overall conduct of the Agency's programs.

## **EVALUATION PLAN**

- Performance Evaluations are conducted after a six-month provisional period, and Performance Evaluations are done at least annually thereafter.
- Appraisals are based on observation of the Classroom Teacher by the Child Care Lead, analysis of the effectiveness of the Program, and through an appraisal conference.
- Performance Evaluations will utilize the Agency's and Program's forms.
- Factors to be considered during the appraisal are:
  - How well does he/she follow written and verbal instructions?
  - How well does he/she relate the concepts of the Head Start Program to enrolled families?
  - How well are lesson plans prepared and carried out?
  - Are reports completed accurately and in a timely manner?
  - How well does he/she communicate/work with other team members associated with the family?

## **NOTES**

This job description is in no way intended to include all responsibilities of the position, but rather to provide a general overview of what is expected of the position holder.

Lakes and Pines C.A.C., Inc. reserves the right to revise this job description and change the job duties and responsibilities as the need arises.

This job description does not constitute a written or implied contract of employment.