

# Cornerstone Community Action Agency, Inc.

## Job Description

JOB TITLE: **Early Head Start Teacher Level 2**

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Exempt (Y/N): No.

Introductory period: 180 days

Supervisor: Center Director

Work Period: 12 months per year

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*Cornerstone Community Action Agency, Inc. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.*

### **CCAA Vision Statement**

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

### **CCAA Mission Statement**

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

**SUMMARY:** This position serves as a teacher-in-training in a classroom of Early Head Start infants and toddlers. Along with the EHS Teacher Level 1 this position will be responsible for the planning for and supervision and management of the Early Head Start classroom. Ensure compliance with HSPPS, state licensing regulations, and Cornerstone Community Action Agency, Inc. policies and procedures that directly impact the EHS classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** The position of EHS Teacher Level 2 works alongside a Teacher Level 1 to meet the following:

- *Operate in a professional manner at all times:* 1) Maintain confidentiality of all HS/EHS family records and information in accordance with Head Start Program Performance Standards (HSPPS). 2) comply with the Standards of Conduct
- *Records:* Create and maintain current, complete, and accurate records as required by HSPPS, CCAA policies/procedures, and Child Care Licensing
- *With a teacher level 1, be well versed in and ensure compliance in* 1) HSPPS 2) Texas child care licensing regulations 3) recommended best practices 4) CCAA policies/procedures for EHS classrooms 4) CCAA attendance policy 5) recruitment and enrollment policies
- *Observation and assessment:* With a teacher level 1: 1) complete Teaching Strategies Online GOLD observations and assessments as required 2) observe each student on a weekly schedule in order to individualize teaching and learning 3) observe for any signs that a child needs a referral and make referrals as necessary 4) observe and record information weekly about all children in a non-judgmental manner for use in planning and carrying out daily program activities.
- *Work with families:* 1) Exchange information with Family Advocates about each family's progress toward goals on the Family Partnership Agreement. 2) attend monthly Family Fun Nights and assist with child care as assigned. 3) inform parents about CCAA and community events that might be valuable for them. 4) conduct and document a minimum of two parent conferences per child per year 5) Conduct and document a

minimum of two educational home visits per child per year.

- *Share information with parents that will help them provide educational experiences for their children at home:* With a teacher level 1: 1) the purpose and results of TS Gold assessments 2) what children learn by being involved in everyday household tasks and routines 3) the importance of play 4) the importance of tummy time for infants 5) parenting education
- *Parent Resources:* Work with Family Advocates to be aware of social service, health, mental health, and education resources in the community and provide this information to families as needed.
- *Child abuse and neglect:* 1) know and recognize indicators of child abuse and neglect. 2) know and follow Child Care Licensing and program policies/procedures concerning reporting. 3) keep up-to-date on legal reporting requirements. All staff in child care centers are mandated reporters.
- 9.
- *Planning:* With a teacher level 1: 1) plan, document, and carry out developmentally and culturally appropriate lesson plans, using Creative Curriculum for Infants, Toddlers, and Twos, and other curricula as approved by CCAA. 2) include individualized activities children in each lesson plan. 3) lesson plans submitted to Education Team for approval one week in advance. 4) lesson plans posted each Friday for the following week.
- 10.
- *Developmentally Appropriate Practices:* With a teacher level 1: 1) classroom arranged into well-defined learning interest areas, appropriate for mixed age group. 2) for toddlers, conduct short small group times daily based on interests of the children 3) conduct smooth classroom transitions that include learning opportunities 4) plan and provide creative activities daily that are child directed and process oriented 5) create a language-rich environment for all children that includes clear, simple sentences, eye contact, open-ended questions, conversations with children, introduction of new words, etc. 6) incorporate children's cultures into daily activities 7) children's art work is displayed at children's eye level 8) display pictures of children and their families at children's eye level 9) nurturing, responsive care is provided for all children at all times 10) conduct appropriate family style meals at breakfast, lunch, and snack
- *Discipline and guidance:* With a teacher level 1: 1) use appropriate techniques, consistent with the Conscious Discipline program, modeling the approach for classroom aides, parents, and volunteers 2) encourage children to negotiate and problem-solve, modeling words for children still learning to speak, 3) children are not isolated as a discipline measure 4) food and/or outdoor time are not used for punishment or reward
- 12.
- *Transition:* With a teacher level 1: 1) conduct transition activities for children from one activity to the next, maintaining awareness of all children and counting frequently. 2) identify individualized transition goals for each student 3) provide at-home transition activities to parents
- 13.
- *Screenings:* 1) Work with Health Team to ensure that all children have a documented hearing and vision screening within 45 days of enrollment 2) Complete the ASQ for all children by working with the parent at the first home visit; 3) ensure any necessary rescreens are completed within the time frame stated in the procedure and the information is forwarded the Health or Education Team as appropriate 4) Work with the CD and FA to ensure that all children's documentation of health or dental exams or immunizations are routed to the appropriate person immediately if received from a parent.
- 14.
- *Health:* 1) complete and document daily health checks on all children 2) follow appropriate diapering, toilet training procedures and hand washing procedures 3) serve as a role model and assist children in using good hygiene practices which include handwashing, toilet flushing, cleaning spills, toothbrushing, etc. 4) store formula, breast milk, and foods as required by HSPPS and Child Care Licensing and CACFP
- 15.
- *Sanitization:* 1) Ensure fresh bleach water is used daily 2) sanitize all surfaces and classroom materials/toys daily and weekly, as required 3) follow daily and weekly cleaning schedule to reduce the spread of germs

and/or communicable diseases

- 16.
- *Safety:* 1) be familiar with and follow procedures for fires and other emergencies as posted 2) ensure that all toys and materials provided for use by children are safe 3) supervise children by sight and sound at all times, counting 'name to face' often 4) safely and properly use, maintain, and operate all equipment for carrying out duties 5) keep classroom clear of clutter and hazardous items; remove broken or soiled items immediately 6) complete classroom safety checklist daily and playground checklist as assigned; report any issues to the CD immediately 7) maintain current CPR and First Aid certifications
- *Active Supervision:* 1) Supervise children by sight and sound at all times 2) use name-to-face technique with each child when transitioning in or out of the classroom 3) ensure indoor and outdoor child count sheets remain accurate throughout the day
- 18.
- Attend regularly scheduled staff meetings and other meetings/trainings as requested.
  
- 19.
- *Training:* 1) Attain Infant/Toddler CDA by the agreed upon date 2) Participate in training programs, pre-service, professional development days, and other recommended trainings. Provide documentation to CD or Ed/MH Manager in accordance with federal and state requirements.
- 20.
- Check work email and other communications on a regular basis.
- 21.
- Complete other duties as assigned by Director of CFS, Ed/MH Manager or CD.

**General Responsibilities** The staff member will:

- **Appearance:** Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- **Reliability:** Ensure he/she can be counted on to carry out assigned responsibilities independently.
- **Safety:** Safely and properly use, maintain, and operate all equipment for carrying out duties.
- **Punctuality:** Employee observes regularly scheduled work hours.
- **Compliance:** Employee follows Agency policies, procedures, and established regulations

**Qualification Requirement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

The 2007 Head Start Act includes education requirements for center-based Early Head Start teachers. This document indicates what is needed at the present time, to meet education requirements for the EHS Teacher position. If an EHS Teacher Level 2 wishes to remain eligible for continued employment with Cornerstone Community Action Agency CFDC they must complete the requirements of obtaining an Infant/Toddler CDA. Failure to meet these requirements by the due date could make the EHS Teacher Level 2 ineligible for the position and could possibly lead to termination of employment with CCAA CFDC.

The individual in the EHS Teacher Level 2 position will be in training to obtain the Infant/Toddler CDA credential in up to 5 months from the date of hire into the EHS Teacher Level 2 position. At such time as the EHS Teacher Level 2 receives their Infant/Toddler CDA credential he/she will be promoted into the EHS Teacher Level 1 position. Additionally, this person must be 18 years old or older and have a high school diploma or GED.

**Required Skills/Abilities**

*Language Skills*

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and

regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

#### *Reasoning Ability*

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

#### *Mathematical Skills*

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### *Physical Demands*

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. In order to meet the requirements for home visits and training, the employee must maintain a valid driver's license or otherwise have transportation to and from the required home visits or required training.

#### *Other Skills and Abilities*

Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software.

*\*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

*Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

### **DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **EMPLOYEE RECEIPT OF JOB DESCRIPTION**

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

I understand the above education and experience requirements and affirm that I am able and willing to attain the Infant/Toddler CDA within the designated time.

\_\_\_\_\_  
Employee SIGNATURE

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee PRINTED NAME

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)  
Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

Supervisor SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_