Cornerstone Community Action Agency, Inc.

Job Description

JOB TITLE: **Head Start Early Childhood Intern**

Exempt (Y/N): No	Introductory period: 180 days
Supervisor: Center Director	Work Period: 10 months per year

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 Head Start classroom. Along with a degreed Head Start teacher, this teacher will be responsible for the planning for and supervision and management of the Head Start classroom. Ensure compliance with HSPPS, state licensing regulations, and Cornerstone Community Action Agency, Inc. policies and procedures that directly impact the HS classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The HS Early Childhood Intern will:

- *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) maintain the Standards of Conduct
- Create and maintain current, complete, and accurate records as required by HSPPS, CCAA policies/procedures, and Child Care Licensing
- *With a degreed teacher, be well versed in and ensure compliance in* 1) HSPPS 2) Texas childcare licensing regulations 3) recommended best practices 4) CCAA policies/procedures for HS classrooms 5) HS 100% attendance policy 6) recruitment and enrollment policies
- *Observation and assessment:* With a degreed teacher 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 parent meetings and assist with childcare 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 degreed teacher 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) parenting education
- *Parent Resources:* Work with Family Advocates to know 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 childcare centers are mandated reporters.
- *Planning:* With a degreed teacher 1) plan, document, and carry out developmentally and culturally appropriate lesson plans, using Creative Curriculum for Preschool, and other curricula as approved by CCAA. 2) lesson plans individualized for each child. 3) lesson plans submitted to Education Team for approval one week in advance. 4) lesson plans posted each Friday for the following week.
- *Developmentally Appropriate Practices:* With a degreed teacher 1) classroom arranged into appropriate, well defined learning interest areas, appropriate for the age group. 2) large group times are developmentally appropriate 3) conduct smooth classroom transitions 4) plan and provide creative activities daily that are child directed and process oriented 4) 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. 5) incorporate children's cultures into daily activities 6) children's art work is displayed at children's eye level 7) display pictures of children and their families at children's eye level 8) nurturing, responsive care is provided for all children at all times 9) conduct appropriate family style meals at breakfast, lunch, and snack
- *Discipline and guidance:* With a degreed teacher 1) use appropriate techniques, consistent with the Conscious Discipline program 2) encourage children to negotiate and problem-solve 3) children are not isolated as a discipline measure 4) food and/or outdoor time are not used for punishment
- *Transition:* With a degreed teacher 1) conduct transition 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
- *Screenings:*1) ensure that all children have a documented ASQ developmental screening within 45 days of enrollment 2) ensure that all children have a documented vision screening within 45 days of enrollment 3) ensure that all children have a documented hearing screening within 45 days of enrollment 4) ensure that all children have a documented dental exam within 90 days of enrollment
- *Health:* 1) complete and document daily health checks on all children 2) maintain current, complete, and accurate health information and forms on all children 3) follow appropriate diapering and toilet training procedures 4) serve as a role model and assist children in using good hygiene practices which include handwashing, toilet flushing, cleaning spills, toothbrushing, etc. 4) store foods as required by HSPPS and Child Care Licensing
- *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
- *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 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 items immediately 6) 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
- Attend regularly scheduled staff meetings as required
- *Training*: 1) Attain credential as required in HSPPS 1302.91. 2) Participate in training programs, pre-service, professional development days, and other recommended trainings. Provide documentation to Supervisor in accordance with federal and state requirements.
- Check work email and other communications on a regular basis.
- Complete other duties as assigned by Director of CFS and Ed/MH Manager

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 Head Start teachers. On rare occasions waivers may be requested for candidates who are working towards a degree but do not fully meet education requirements. The teacher waiver document indicates what is needed to meet education requirements for the HS Teacher position. If a HS Early Childhood Intern wishes to remain eligible for continued employment with Cornerstone Community Action Agency CFDC they must complete the requirements of obtaining a degree in Early Childhood or a related field. Failure to meet these requirements by the due date could make the HS Early Childhood Intern ineligible for the position and could possibly lead to termination of employment with CCAA CFDC.

The individual in the HS Early Childhood Intern position will be in training, have a waiver from the Office of Head Start, and be monitored by Center Director and Education staff while they work to obtain their degree. At such time as the HS Early Childhood Intern receives their degree he/she will be promoted into the Head Start Teacher 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 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 a received a copy of this document.

_____ _____
Employee SIGNATURE Date of Signature

_____
Employee PRINTED NAME

CORNERSTONE COMMUNITY ACTION AGENCY

Initial Professional Development Plan for Head Start/Early Head Start/Home-Based Programs

Name: _____ Center: _____

Position: Head Start Early Childhood Intern Center Director: _____

Date of Hire: _____ Today's Date: _____

My Goal: I will meet qualifications by obtaining my CDA in:

- ☒ Birth to Five
- ☐ Center Based Infant/Toddler
- ☐ Center Based Pre-School
- ☐ Home Based

Target completion date: Coursework 3-6 months from enrollment, Credential received within 9 months of hire.

Observations and Mentoring Person(s) providing communication and mentoring at least bi-weekly:
Education Team

Employee Agreement:

I understand that as a condition of my employment it is my responsibility to:

1.Obtain training and education to meet Head Start qualifications by the above-mentioned date.
2.Participate in a quarterly performance evaluation and review of my Professional Development Plan.
3.Provide transcripts, enrollment documentation, and certificates to the HR Director that document my on-going progress.
4.Failure to meet deadline, unless otherwise documented, could result in disciplinary action including demotion and termination.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____