

WEBB COUNTY JOB DESCRIPTION

TITLE: MA / BA / AA Teacher

DEPARTMENT: Webb County Head Start

REVISION DATE: November 29, 2023

Characteristic Duties and Responsibilities:

Employee is under the supervision of the Area Service Manager. The employee is responsible for planning and implementing learning experiences that advance the intellectual and physical development of children, improving school readiness through phonemic awareness, use of language, complex vocabulary, and appreciation of books, understanding of early math, science, problem solving, and approaches to learning. He/she must maintain a safe, healthy learning environment, and support the social/emotional development of children. The teacher must adhere to all Federal, State and local regulations, Head Start Performance Standards, Child Care Licensing Requirements, and the Webb County Head Start vision, mission and goals.

Minimum Qualifications:

- Associate degree in Early Childhood Education/Child Development
- Baccalaureate or advanced degree in early childhood education; or a Baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.
- Must be able to speak, read and write both English and Spanish.

Preferred Qualifications:

- Experience in a similar position working with pre-school aged children.
- Must have a current CPR and First Aid Certification.
- Must have the ability to develop and maintain effective working relationships with children, their family members, co-workers, other program staff and the general public.
- Must have good computer skills with a working knowledge of Microsoft programs.

Operational Responsibilities:

- Demonstrate knowledge of Webb County Head Start's mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes, and other regulatory requirements.

- Responsible for opening the classroom by 7:45am.
- Support ASM in supervision of their teacher assistant and supportive staff for provision of quality services.
- Maintain communication with parents and assist in meeting parent's needs in each of the Head Start program content areas.
- Prepare and/or submit required reports/documentation in an accurate and timely manner.
- Promote parent involvement activities.
- Administer required screenings and assessments.
- Attend staff development activities as directed for his/her professional development and growth.
- Perform other related assigned duties.
- Must maintain all local, state and federal guidelines for position on an annual basis.

ESSENTIAL DUTIES:

- Supervise children at all times.
- Plan and implement children's individual needs and strengths and utilize them for classroom instruction.
- Create and maintain a classroom environment that supports learning.
- Maintain adequate teaching materials and facilitate children's active exploration of material, activities, and environment.
- Model best practices. Teaching strategies must be based on children's individual needs and the Head Start Performance Standards.
- Use positive approaches to guide children's behavior towards active involvement in learning and the development of self-discipline.
- Maintain communication with the children's parents. This includes two annual home visits per family.

Physical Requirements:

- Sitting on small chair and on the floor during circle time, during documentation of children records, for meal times and for classroom activities.
- Walking and pacing for supervision throughout the 8-hour shift.
- Bending to sanitize tables, serving and washing dishes, and cleaning child-size bathrooms.
- Squatting to pick up objects, talking to children at eye level, for setting up materials in learning centers and to sanitize mats.
- Pushing food carts approximately 30-40 lbs, sweeping and mopping and on swings outside during children's play.
- Running for emergencies to prevent accidents that occur from a distance.
- Lifting toys, art material, food containers, cleaning supplies and in case of an emergency any injured or disabled child.
- Stretching during movement/exercise activities and to access, put away or take out materials and to decorate classrooms.

- Climbing on a step ladder.
- Must be able to lift 30-45 lbs. (children, boxes, files and other small equipment or devices).
- Must be able to work outdoors as needed.

Other Requirements/Information:

- ❖ Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol and criminal background check are required.
- ❖ Must possess a valid Texas Driver's license and be insurable, a MVR is required.
- ❖ Must have a clear TB and physical examination before first day of employment.
- ❖ Must have no criminal record or criminal charges pending.
- ❖ This position is not covered by Civil Service; therefore, is subject to all the Webb County Policies and Webb County Head Start addendum.

SUPERVISORY: Supervises teacher assistant, classroom aides and substitute teachers.

ACKNOWLEDGEMENT:

The undersigned has read, discussed, and understands the full meaning of this job description and agrees to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE

Supplemental Questions:
