

# JOB ANNOUNCEMENT

## CHILD & FAMILY DEVELOPMENT PROGRAMS Head Start Centers

**POSITION:** Teacher openings in the following Head Start centers: Clatskanie, Seaside, Tillamook, Astoria, and Nestucca

**HOURS:** 35 hours per week

**SALARY:** \$12.80 per hour

### **JOB DESCRIPTION ATTACHED**

Please send application, current resume, college transcripts and copies of degree or teaching license to:

Child & Family Development Programs  
ATTN: Jeannie McGinley  
PO Box 10  
Rainier, OR 97048

[jmcginley@nworheadstart.org](mailto:jmcginley@nworheadstart.org)



6. Must be able to travel to out of town meetings and trainings.
7. Ability to communicate effectively with children and adults in both verbal and written format.
8. Evidence of ability to work in a cooperative team manner and to follow directions and program policies
9. Must be on criminal background registry and pass a pre-employment drug screening.
10. Must be willing and available to work flexible hours, occasional evenings or week-ends.
11. Ability to occasionally lift up to 50 lbs.
12. Must have intermediate working computer knowledge and skills.
13. Bilingual skills preferred.
14. Ability to participate in regular kneeling, stooping, bending and sitting on the floor.
15. Ability to work with low income and/or special needs families, including families from a diverse population.

**DUTIES AND RESPONSIBILITIES:**

1. Provide supervision to all staff and volunteers assigned to the classroom. Provide role modeling and training for assistants, aides and volunteers.
  - a. Delegate appropriate duties to assistants, aides and volunteers as assigned in the job description and program policies.
  - b. Include assistants, aides, parents, and volunteers in planning.
  - c. Evaluate assistants, aides, and volunteers objectively and regularly.
2. Plan and implement a developmentally appropriate program which meets the intellectual, emotional, social, and physical needs of each child and is based on the goals and curriculum of our program.
  - a. Insure compliance with program plans and performance standards.
  - b. Insure that individual goals set for each child are carried through in the classroom and on home visits including IFSP goals.
  - c. Complete daily lesson plans and submit to Center Manager in a timely manner.
  - d. Have daily plans with assigned responsibilities available in the

- classroom each day.
  - e. Post daily schedule.
  - f. Insure that daily lesson plans document implementation of the Program Plans.
3. Maintain written records on individual children and their families within program time frames.
- a. Insure that IFSP documentation is recorded and updated regularly and in a timely manner for children with disabilities according to interagency agreements.
  - b. Insure that Individual Plan is complete for each child in a timely manner and are updated regularly.
  - c. Insure that SOAP files are completed and kept up to date.
  - d. Insure that each child's developmental progress is assessed, tracked and documented according to program standards and policies.
4. Promote the development of parent's skills as the primary educators of their children.
- a. Conduct home visits and help to educate parents in the areas of Education, Health/Nutrition/Dental, and Social Services as outlined in program plans.
  - b. Assure required home visits with all families are completed.
  - c. Encourage parents to become "teacher" on home visits.
  - d. Encourage parents to volunteer in the classroom, attend monthly parent meetings and trainings.
  - e. Coordinate home activities with classroom activities.
5. Insure that children are constantly supervised with consistent and positive guidance techniques.
- a. Maintain with the assistant teacher and classroom aides a positive and consistent approach for behavior management.
  - b. Assist the bus driver and bus aide with behavior management.
  - c. Assure that classroom activities are carried out in a timely manner.
6. Responsible for classroom environment and safety.
- a. Provide an effective arrangement of space.
  - b. Insure proper maintenance of equipment.
  - c. Conduct monthly fire drills and emergency procedures (earthquake, tidal waves, etc).
  - d. Handle and be prepared for local emergency situations.
  - e. Responsible for condition of classroom - set up, tear down and sanitizing for other occupants (i.e., church).

7. Insure that routines are carried out in a manner that is consistent with appropriate child development practices and within health and safety guidelines.
8. Provide experiences that will promote individual self-expression in conversation, imaginative play, and creativity.
9. Provide a variety of language stimulation activities.
10. Provide experience involving thinking skills such as generalizing, classifying, sorting, and problem solving.
11. Insure that parents receive adequate information about their child's experiences at the center.
12. Provide advocacy and support for families.
13. Contribute to the operation of the center and program by attending and participating in center, class and program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
14. Assist in the evaluation and planning of program plans.
15. Help collect in-kind for the center.
16. Help with inventory at the end of the year.
17. Work as a team member with all staff.
18. Perform other duties as assigned by supervisor.
19. Willing to improve self professionally and to take part in on-the-job training.
20. Maintain program and client confidentiality policies.
21. Support and work with all interagency agreements.
22. Must maintain a working knowledge of program plans, policies and Performance Standards.