Vacancy Announcement

Job Title: Teacher
Location: Central
Starting Wage: 15.98
Description of job: See Attached

Qualifications: See Attached

Resumes must be submitted to: Avis Robertson-Saalam
Closing date: 1/17/20
For additional information, contact: Avis Robertson Saalam 304-255-9330 ext 130
Title: Teacher

Starting Salary: $15.98 BA ED

Qualifications
- BA/BS in Early Childhood Education
- AA in Early Childhood Education or related field, with intent to obtain BA/BS degree.
- Head Start knowledge/experience preferred.
- Experience working with children and families.
- Strong written and oral communication skills.
- Proficient computer skills.
- Valid driver’s license, dependable transportation, minimum automobile liability insurance.
- Pass drug screen and criminal background check.

Supervisor
Center Manager
Education Coordinator

Job Duties
- Follow the directives of the Education and Early Childhood Development Service Area plan, written in accordance with Head Start Performance Standards, Child Care Licensing Regulations, RCCAA Policies and Procedures, and other applicable regulations.
- Implement the chosen curriculum (The Creative Curriculum for Preschool, Sixth edition) to fidelity.
- Plan and implement developmentally appropriate learning activities designed to support the Head Start Early Learning Outcomes, IEP goals and objectives, and program and Performance Standards.
- Maintain and promote a clean, safe, positive, healthy learning environment both indoors and out.
- Actively participate in movement activities, both child and adult initiated.
- Administer developmental screenings within 45 calendar days of the child’s first day, and provide follow up as necessary.
- Use information from observations, assessment, and parent input to individualize program activities for each child according to their developmental levels and interests.
- Consult Family Service staff regarding needs and services for children and families; accompany Family Service Worker on home visits as needed.
- Encourage and integrate parent participation into daily program activities.
- Direct activities of classroom volunteers.
RCCAA Head Start
Job Description

- Arrange and conduct at least two parent/staff conferences and two home visits per year with parents/guardians of children.
- Maintain current, confidential files on all children in classroom.
- Adhere to established procedures necessary to ensure a minimum Average Daily Attendance rate of 85% of program participants.
- Act as bus monitor when necessary.
- Participate in recruitment activities.
- Prepare and submit all necessary reports in a timely fashion.
- Enter required data in FacsPro/ChildPlus in timely and accurate fashion.
- Participate in practice-based coaching, employee performance evaluation, and individualized professional development plan.
- Assist and participate in Advisory Meetings as requested.
- Assist and participate in Comprehensive Child Reviews.
- Attend all meetings, in-service trainings, workshops, and conferences as requested by the supervisor.
- Ensure all purchase order, IT, and maintenance request are submitted in a timely manner.
- Work flexible hours when necessary.
- Maintain confidentiality at all times.
- Lift 50 lbs., and demonstrate ability to participate in mild to moderate activities with children.
- Receive and maintain standard First Aid/CPR certification.
- Receive bi-annual physical exam.
- Deal effectively with public.
- Demonstrate ability to work as a team member and develop positive rapport and professional attitude towards parents and staff.
- Demonstrate ability to lead and follow.
- Demonstrate ability to make decisions.
- Demonstrate ability to understand and follow posted work rules and procedures.
- Demonstrate ability to accept constructive criticism.
- Demonstrate ability to arrive to work on time.
- Ensure the Center Manager/Education Coordinator is informed on pertinent issues.
- Perform all duties incidental to the position, and any other duties as assigned.