



Job Description

Job Title: Teacher
Department: Early Head Start
Reports To: EHS Lead Teacher
FLSA Status: Non-Exempt
OSHA Category: Category 1

Summary: Assist in planning, organizing, and implementing programs in the Early Head Start learning environment that guides and encourages students to develop and fulfill their academic potential.

Essential Duties and Responsibilities:

- Assist in the planning, preparation, and delivery of lesson plans and instructional material that facilitate active learning.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Follow the behavior guidance plan for Early Head Start.
- Conduct required number of home visits with parents/guardians for each assigned child during the program term.
- Encourage and monitor the progress of individual children and use the information to individualize teaching strategies.
- Complete developmental and behavioral screenings with parents within required timeframes.
- Maintain accurate and complete records of student's progress and development.
- Schedule and participate in parent conferences to discuss the child's progress and to plan activities.
- Encourage and integrate parent participation into daily center activities such as feeding, diapering, screenings, free play, etc.
- Communicate necessary information regularly to students, colleagues, and parents regarding the child's progress and needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare for classroom activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Perform transportation duties as needed such as driving and serving as a driver's aid.
- Perform other duties as assigned to enhance, improve, and accomplish the agencies mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.

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- Participate in agency committees as needed.

Supervisory Responsibilities:

This position does not have supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agencies core values:

- Empathy/Compassion
- Teamwork
- Equality
- Respect
- Inclusiveness
- Considerate
- Innovation
- Ethics

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Requires some computer skills including knowledge of Microsoft Word and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational skills, and listening skills.

Education and/or Experience:

High school diploma or GED equivalent, Child Development Associate (CDA) credential, and required CDL with school bus and passenger endorsements. Requires physical every two years, current DOT physical for CDL, initial tine test or a TB Risk Assessment, First Aid and CPR as necessary per Performance Standards, OSHA training, and food handler's permit among other State and Federal requirements.

Must have valid West Virginia driver's license; clear criminal background and APS/CPS check must be bondable.

Language Skills:

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Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

Physical Demands:

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

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift up to 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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