



Job Description

Job Title: Head Start Lead Pre-K Teacher
Department: Head Start
Reports To: Early Childhood Specialist
FLSA Status: Non-Exempt
OSHA Category: 1

Summary: Plan, organize and implement the approved curriculum in the Head Start learning environment that guides and encourages students to develop and fulfill their potential.

Essential Duties and Responsibilities:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Plan, implement, and coordinate the daily instructional activities for Head Start children in the classroom or other designated areas.
- Assure individualized instruction is provided to children according to their developmental level.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and following rules and procedures.
- Maintain discipline in accordance with MountainHeart's Behavior Guidance Policy.
- Keep all instructional materials, toys, and supplies in good repair.
- Conduct Family Needs Assessment on each family assigned, assess information gathered, develop Family Service Plan with the assistance of the Family Service Specialist, make referrals as needed and maintain documentation of all contacts made.
- Maintain tracking information on all children and families assigned as to services needed and needs of the children and families.
- Consult with Service Area Specialist regarding special needs, services needed, and needs of the children and families.

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- Encourage and integrate parent participation into daily classroom activities and any other activity in which the children are involved (health screenings).
- Schedule and participate in parent/staff meetings to assess the children's progress and needs and to plan center activities.
- Keep accurate staff attendance records, reporting absences to the central office daily.
- Train, supervise, and evaluate the performance of center staff.
- Conduct the required number of home visits/parent conferences with parents or guardians of each child assigned during the school year.
- Maintain current, confidential files on each child enrolled.
- Keep play, rest, instructional areas, restrooms, and storage room clean and safe at all times.
- Maintain and submit all required records and reports including meal forms, if necessary to the central office by designated deadline.
- Perform substitute duties.
- Adhere to established procedures necessary to assure a minimum Average Daily Attendance of 85% for program participants.
- Approve timesheets and leave request.
- Ability to communicate with families in a warm and caring manner.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

Supervisory Responsibilities:

This position does have supervisory responsibilities.

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.

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- 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. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Bachelor’s degree in early childhood education.

One year experience with pre-school children and other State and Federal educational requirements with authorization from WV State Department of Education to teach in a contracted Pre-K Classroom.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable. Commercial Driving License (CDL) within 6 months of hire date. Must be willing to be trained in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) and Food Handler’s Permit. Must have a physical every two years with initial tine test or TB Risk Assessment. Among other State and Federal requirements.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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

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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 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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