

# MountainHeart

## Job Description

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

**Summary:** Assist in Planning, organizing and implementing instructional 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 deliver of lesson plans and instructional materials that facilitate active learning.
- 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 enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work and conduct student assessments.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Prepare required reports on student activities.
- Participate in department, school, and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student 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.
- Develop and implement nutrition plans for centers.
- Perform transportation duties as needed; such as driving and acting as aide.
- Time sheet and Leave request.
- Other duties as assigned.
- Ability to communicate with families in a warm and caring manner.
- Maintain confidentiality at all times.

### Supervisory Responsibilities

This position does not have supervisory responsibilities.

### Competencies

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

- Quantity - Completes work in 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.

Prepared Date: June 2015 Approved by Policy Council: June 16, 2015  
ALL PERSONNEL ARE AT WILL EMPLOYEES

**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, Access and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

High school degree or GED equivalent with CDA and CDL; among other State and Federal requirements.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check. Annual physical with TB testing.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit (on furniture and floor), reach, hear and talk. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Employee Signature

Date