

# MountainHeart

## Job Description

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

**Summary:** Plan, organize and implement instructional programs 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 enforcing 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 and Community Partnership 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 problems of the children and families.
- Consult with Service Area Specialist regarding special needs, services needed, and problems of the children and families.
- 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 problems and to plan center activities.
- Keep accurate staff attendance records, reporting absences to the central office on a daily basis.
- 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 all 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 or recruit volunteers to substitute for absent staff.
- Adhere to established procedures necessary to assure a minimum Average Daily Attendance of 85% for program participants.
- Approve timesheets and leave request.

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- Ability to communicate with families in a warm and caring manner.
- Other duties as assigned.
- Maintain confidentiality at all times.

### **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 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.

### **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 familiar 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 driver's license with dependable transportation and minimum automobile liability insurance and Commercial Driving License (CDL) within designated time frame; clear criminal background and maltreatment APS/CPS check. Must be willing to be trained in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) per Performance Standards and Food Handler's Permit, physical exam every two years with an initial time test, and be bondable. 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 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.

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While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. 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

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