



## Job Description

**Name:** \_\_\_\_\_

**Job Title:** Associate Teacher  
**Department:** Head Start Program  
**Reports To:** Head Start Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Lori Tolliver  
**Prepared Date:** February 2022  
**Approved By:** Head Start Director

### SUMMARY

The Associate Teacher plans, directs, and implements all classroom activities. Directs all aspects of the classroom in which assigned. Assures that all aspects of children assessment are completed daily and ongoing. Is expected to work cooperatively with Teacher Assistant in the classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned and may not cover all non-essential functions of this position.

To participate in center team planning of program, to plan daily for the designated children under his/her care.

To do daily classroom inspections to assure a safe learning environment.

Implements developmentally and functionally appropriate individual activities which include teacher-designed and child-initiated experiences based on the needs and interests of all young children.

Provides activities which foster children's development of respect for self and others, self-control, and self-direction.

Collects and maintains records from a variety of assessment sources (i.e., authentic assessment, screening, and anecdotal notes) concerning the progress in growth, health, and behavior in each area of development, and to develop an individual curriculum for each child assigned. Keeps all records concerning assigned individual children up-to-date, and to maintain any center records as requested by the Lead Teacher.

Uses positive guidance techniques and behavior to help children act responsibly (i.e., consistent, kind, redirecting, and modeling).

To provide for the maximum integration of disabilities children in classroom activities; by following specific instructions of Disabilities Specialist, Speech Therapist, Psychologist, Physical Therapist, etc.

Immediately reports all accidents to the site supervisor or any unusual incident or concern particularly those which a parent may contact the center.

Identifies nutritional issues appropriate of the age and special needs of children.

Assists in planning a program to involve parents in the classroom activities in conjunction with the site supervisor.

Responsible for generating non-Federal (in-kind) match for LKLPHS. Encourages volunteering by parents and community people.

To make a minimum of two (2) home visits on each assigned child during the year, to maintain parent contact throughout the year by phone, notes, parent visits to the center, for a total of at least four (4) formal contacts.

To make home visits and/or inform Lead of any child (ren) needing family services or follow-up when a child has been absent for 3 days.

To provide, written reports to parents of each assigned child's progress.

Assists with serving meals to the children and participates in family style meals with children; eating the same meals unless noted otherwise by physicians' statement.

Follow all rules and regulations as written in the Performance Standards and program policies.

To monitor constantly the safety and well-being of the children. To exercise good sense where safety is concerned. To never leave a child (ren) unattended and to take precautions to prevent accidents.

To assist other center teams, on occasion, by working at their center.

Immediately reports all accidents to Central office or any unusual incident or concern particularly those which a parent may contact the Director.

To become a certified TRIS trainer.

Participates in all training sessions and maintains professionalism through continuing education and professional development opportunities, even if it means out of town training and continues to pursue degree and/or obtain any necessary certifications.

All positions in the child development program are considered child safety sensitive and therefore must pass pre-employment drug screening and submit to random drug/alcohol testing throughout the school year.

Demonstrate dependability, be cooperative, and have willingness to accept supervision.

Respect parents and recognize their strengths and differences in life styles.

To observe confidentiality in regards to staff, families and children; by not discussing a child in front of that child or any child (ren); nor by discussing a child with parents or persons outside the program. Nor by discussing information about staff or families with persons not having the need to know.

Ability to maintain poise and self-control in crisis situations.

Ability to communicate with and be sensitive to the needs of people of various backgrounds.

Exhibits excellent interpersonal and leadership skills.

Ability to focus and prioritize multiple projects simultaneously and meet deadlines.

Ability to develop and maintain effective working relationships with other agencies and to be cooperative in managing referrals.

Makes good use of time and acts professionally and responsibly in all work areas.

Capable of being able to maintain a professional relationship with all entities of people (staff, Board of Directors, Policy Council Members, Collaborative Partners, officials, and the general public).

Any other duties assigned by Head Start Director or Executive Director.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have the knowledge, skills and/or ability required. Must have the ability to communicate with young children and families. Have a commitment to providing young children with a wide variety of experiences. Must have a basic understanding of growth and development of young children – the importance of praise, positives self-concept, etc.

### **EDUCATION and/or EXPERIENCE**

Associate Teacher for Infants and Toddlers: Must have a Child Development Associate credential or an Associate degree in Early Childhood Education or related field.

Associate Teacher for Preschool: Must have an AA, BA, or advanced degree in early childhood education or development or a degree in a related field and experience in teaching preschool children is preferred; or a Child Development Associate Credential and be enrolled in a university and working toward one of these degrees to be eligible to be employed in the position of Associate Teacher.

Must have six (6) hours of required state approved training within three (3) months and a minimum of fifteen (15) additional hours of training each calendar year.

Training and experience with young children and/or working with disabilities is preferable.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Kentucky Driver's License and have a good driving record for five (5) years. Required to attain all certifications, licenses and registrations as directed by the Executive Director, the LKLP Board of Directors, and state and federal funding entities.

**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 talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee frequently is required to sit for long periods of time. The employee may frequently be required to stand and walk throughout the day. A wide range of mobility including walking, running, climbing (step stool/bus steps), stooping, bending and carrying necessary materials to perform planning preparation, classroom activities and possible evacuation in emergencies. The employee must occasionally lift and/or move up to 50 pounds and/or occasionally lift objects from the floor to 18" inches above the shoulders.

**WORK ENVIRONMENT**

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

Work environment is moderately quiet. Travel is required in and out of the service area.

**Step:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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