

Early Head Start Lead Teacher

TITLE: Early Head Start Lead Teacher

DEPARTMENT/PROGRAM: Early Head Start

REPORTS TO: Vice President of Educational Programs/Director of Early Head Start

TYPE: Full-time contractual position

Summary

We are looking for a competent Lead Teacher for the Early Head Start program at Franklin Wright Settlements, Inc. The Early Head Start Lead Teacher must be professionally prepared and qualified to work with very young children and their families in a culturally relevant manner. They must have knowledge of infant/toddler development, Preschool development, Early Head Start requirements, and supervisory skills. They must always conduct themselves in a professional manner.

Under the direction of the Vice President of Educational Programs/Director of Early Head Start, the Early Head Start Lead Teacher will be responsible for performing duties in accordance with the standards, policies, and procedures of Franklin Wright Settlements, Inc., the state of Michigan Child Care Licensing Division, and compliance requirements of program funders.

Tasks and Responsibilities

- Plan and implement all components into weekly and daily lesson plans in accordance with Early Head Start Performance Standards and the Head Start Act.
- Ensure that all Early Head Start component areas are included in planning of lessons and classroom/outdoor environment: physical, cognitive, social/emotional development, health, safety, nutrition, and culture.
- Supervise Teacher Assistant/Aide to assist in planning and implementation of program objectives.
- Ensure that all developmental and health/sensoryscreenings are completed within 45 days of enrollment.

- Use appropriate observation, ongoing assessment, and tracking to ensure positive child outcomes.
- In collaboration with E/DM, ensure referrals are processed as needed.
- Responsible for maintaining a safe, healthy classroom environment appropriate for infants/toddlers, and cleanliness of the facilities.
- Work in collaboration with families to develop individual goals for all children.
- Tailor and customize the program to the needs of individual children with concern for their developmental level, interests, special needs, special talents, and individual style and pace of learning.
- Treat children and families with dignity and respect.
- Help children develop social awareness appropriate for their age and developmental level.
- Conduct parent conferences and home visits to share information with families on all areas of their child's development.
- Possess knowledge of the Early Head Start program and be able to communicate the information to families and community.
- Assist the support staff and supervise the teaching aid staff to ensure the smooth coordination of all classroom activities, staff, and student interrelationships.
- Assist the teachers' aides in training activities and staff evaluations.
- Encourage and support family involvement in all aspects of the Early Head Start program.
- Attend all staff meetings, in-service trainings, and required trainings (CPR, CAIN, Food Handlers', etc.) each school year.
- Actively participate in recommended trainings/classes for ongoing professional development and be able to share new information with staff.
- Provide for the physical needs of infants/toddlers, including diapering and feeding.
- Report to work at scheduled times and maintain a good attendance record to ensure program stability and continuity of care.
- Performs duties in a timely and professional manner and participates in all program activities as requested.
- Must be able to lift and carry a child 20+ pounds.
- Must be able to handle moderate lifting of 15-40 pounds, moderate carrying over 10 pounds, light carrying under 10 pounds, and occasional lifting up to 50 pounds.
- Must have ability for daily kneeling, stooping, bending, and sitting on the floor to attend to children.
- Availability to assume other duties as specified by the Director or designee.

Qualifications

- A current child development associate (CDA) credential.
- Knowledge of Early Head Start and at least one year experience working as a lead teacher.
- First-Aid/Infant and Child CPR required and Food Handlers permit.
- A physical exam with results in letter form that states applicant is free of communicable diseases (Negative TB test).
- Communication skills: both verbal and written is necessary.
- No prior convictions of child-related offenses or any felonies. Background check to be conducted prior to employment date.
- Ability to assist and supervise infants/toddlers and ensure a safe learning environment
 including the ability to monitor and always respond in classroom and outdoor play areas.
 This includes the physical ability to move quickly, keeping in visual contact, and assesses
 situations with good judgment.
- Ability to help supervise, guide, and facilitate learning for infants and toddlers.
- Ability to respond appropriately (both mentally and physically) to an emergency or crisis situation.
- Knowledge of Birth-to-Three Early Childhood Education and Development.
- Ability to display empathy, maturity, and professionalism to relate well to infants, toddlers, and adults.
- Ability to provide professional leadership and stability for program continuity.
- Maintain program documentation in a timely manner as required by management and regulations.
- Collaborate with co-teacher to handle any staff and/or family issues that develop in a professional manner.
- Follow chain of command for all conflict situations.
- Maintain confidentiality at all times.

For consideration, please send resume to hr@franklinwright.org

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