

# Early Head Start Teacher

Community Parents Inc.

Brooklyn, NY

Teacher

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## Job Description

The EHS Teacher assists the Lead Teacher in carrying out classroom activities, shares in the responsibility of recordkeeping and providing a safe and healthy learning environment for children.

## Responsibilities

1. Models positive child development practices including appropriate tone of voice, speaking to the children at eye level, and continuously scanning the room for safety.
2. Supports and assists with the use of all current and available resources in planning daily activities for children (i.e. Creative Curriculum for Infants, Toddlers and Twos and all other current required and/or available curriculums).
3. Welcomes parents and other visitors to the center. Communicates in a positive manner.
4. Helps establish a safe and healthy learning environment in accordance with Head Start Performance Standards, New York State Office of Children and Family Services and NYC Department of Mental Health and Hygiene Licensing Regulations.
5. Writes observations of children and conducts assessment and screening
6. Assists with establishing Individual Plans for children and lessons.
7. Assists with completing all screenings within 45 days of each child's entry date.
8. Documents all contacts with families on Anecdotal Records.
9. Support in maintaining a classroom environment that encourages independence and meets the developmental needs of the children.

10. Uses positive guidance and redirection to help children with anger and/or challenging behaviors. Helps children develop decision making and problem solving skills.
11. Regularly meets assigned documentation due dates and requirements.
12. Communicates with other center staff to support the smooth running of the center.
13. Performs other job related duties and responsibilities as necessary.
14. Responsible for establishing a safe and healthy learning environment in accordance with Head Start Performance Standards, and NYS Office of Children and Family Services Licensing Regulations and NYC Dept. of Mental Health and Hygiene.
15. Assures that day to day and monthly documentation is completed and submitted on time.
16. Communicates daily with the Education Director and make referrals to the Disabilities Manager, when indicated.
17. Coordinates the planning and scheduling of activities in all areas of the classroom using the weekly lesson plan form in the Creative Curriculum.

## **Qualifications**

Associates Degree in Early Childhood Studies Birth –Age 5, Early Childhood or related field and Infant/Toddler CDA. At least one year of experience teaching in an infant, toddler or preschool setting. Training or equivalent course work in early childhood development with a focus on infant and toddler development required. Willing to attain and maintain Medication Administration Training certification and First Aid/CPR certification. A valid NYS driver's or non-driver's license required.