



Early Head Start Lead Caregiver

Schoharie County Child Development Council, Inc.

Cobleskill, NY

Teacher

Full-time

Onsite

\$18.22 - \$21.36 an hour*

* Based on Qualifications and Experience

Posted on October 16, 2024

Organization Statement

Schoharie County was one of the pilot locations for Project Head Start in 1965 as a kindergarten readiness program developed as part of Lyndon B. Johnson's "War on Poverty". More than 55 years later, SCCDC is a Head Start grantee, serving Schoharie County with services ranging from Early Head Start for Expecting Families through Universal Pre-Kindergarten. Despite the many years that have gone by, SCCDC is still focused on preparing children and their families for success in school and beyond .

Head Start is federally funded through the Department of Health and Human Services, Administration for Child and Family Services to provide services to low-income children and families with a focus on early learning, health, and family well-being. Programs partner with families, as the family is the first and best teacher of their children.

Pre-Kindergarten programs are funded through local school districts through the New York State Department of Education.

Job Description

Work in partnership with Co-Lead Caregiver to implement a comprehensive, developmentally appropriate classroom experience for infants and toddlers in our Early Head Start program; provide overall planning and functioning of the day-to-day activities in the classroom that support the physical, social-emotional and cognitive development of each child. Establish nurturing and responsive relationships with all children on caseload and build positive and productive relationships with parents, encouraging them to participate in all aspects of the Early Head Start program.

Rate of Pay: \$18.22 - \$21.36

\$700 sign-on bonus available!

Benefits:

- 15 Paid Holidays
- Generous Paid Leave including Sick, Personal, Snow Days & School Recesses
- Annual COLA increases
- Health, Dental & Vision Insurance*
- Disability Insurance Long & Short Term
- 401K Plan*
- Simplified Employee Pension*
- Commitment to Professional Development
- Tuition Assistance Program
- Employee Assistance Program

*Eligibility Requirements Apply

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Responsibilities

DUTIES AND RESPONSIBILITIES

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Education and School Readiness

Develop, implement, and evaluate weekly lesson plans in accordance with the agency curriculum, Head Start Education Early Learning Outcomes Framework, Head Start Performance Standards and SCCDC School Readiness Goals.

Conduct developmental and behavioral screenings for all children within 45 days of enrollment.

Use a web-based system to conduct ongoing assessment of children's growth and development. Use data generated to plan individualized learning experiences for all children.

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Health & Safety

Incorporate health practices, to include but not limited to, handwashing, toothbrushing, family style meals and feeding on demand, and toileting into the daily routine of the classroom.Â Â

Provide families health education on a variety of topics at Home Visits and Parent-Teacher Conferences.Â Â

Include health education into the lesson plans regularly.Â Â Â

Partner with Family Advocates to support individual health needs of children and families.Â Â

- Ensure all Health Care and Allergy Plans are strictly adhered to in the classroom. Â Ensure allergies are posted as required and communicated to all staff assigned to the classroom.Â
- Look for patterns in daily health logs and reach out for support as needed.
- Review/update MAT books as scheduled.

Maintain first aide and health care supplies in classroom.Â Â Â

Maintain a safe and clean classroom environment.Â

Implement the Supervision of Children Procedure to ensure that all children are always supervised.Â Â

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Â **Family and Community Engagement** Â

Support Family Engagement in all aspects of the Head Start program.Â

- Foster the belief in parents that they are their child's best teachers and reinforce these concepts with practical suggestions for development.Â
- Conduct regularly scheduled home visits and parent/teacher conferences.Â
- Share assessment data and observations with parents and ensure parental input in individualized planning for each child.Â Â Â
- Maintain regular communication with all families through daily reports, phone contacts, emails, and Class Dojo.Â Document all significant contacts with families.Â

Â Participate holistic and coordinated services across program service areas, to include the use of Family Support Conferences.

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Mental Health and Disabilities Services Â

Implement appropriate, trauma informed, classroom management techniques, in accordance with the SCCDC Behavior Management Policy.

Implement teaching and behavior support practices associated with the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children.Â

Follow Primary Caregiving model.Â

Collaborate with families, teaching team and managers to make referrals for evaluation andÂ implement Individual Family Support Plan (IFSP) goals for children as needed.Â

Attend IFSP meetings, as appropriate, prepared to contribute information and suggestÂ strategies.

Act as the primary contact with therapists and itinerant teachers serving children in theirÂ classroom, working in partnership to implement the IFSP or IEP goals.

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ERSEAÂ

Partner with families and staff to encourage and support attendance as a priority for school readiness.Â Â

Complete daily attendance records.Â Â Â

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Record Keeping and Reporting

Maintain a comprehensive record keeping system that provides thorough and accurate documentation of family engagement and school readiness services provided to children and families.

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Training & Professional DevelopmentÂ Â

Provide direction to support staff and volunteers in the classroom setting.Â

Be an active participant in the ongoing monitoring process, engaging in discussion and planning following classroom observations.

Utilize classroom level child outcomes data to direct professional growth and improved classroom practices.

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Facilities and Learning Environments

Maintain a safe and clean classroom environment.

Complete regular safety checks of learning environments per agency policy.

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Work as a Member of the SCCDC Team

- Represent the agency mission and values in all aspects of your work.
- Support the culture of continuous improvement and data driven decision making.
- Demonstrate principles of the agency's Trauma-Informed approach when interacting with families, children, and staff.
- Integrate the Family Engagement Framework into all areas of program development and service delivery.
- Submit all required records and complete all assigned duties in a timely manner.
- Participate in professional development activities, attending all staff meetings and trainings as requested.
- Adhere to agency confidentiality policy, comply with mandated child abuse and maltreatment requirements, and implement all agency policies, procedures, and structures.
- Complete all other duties assigned by supervisor or Executive Director.

Qualifications

- Bachelor's or Associate Degree in Early Childhood Education or related field preferred, or experience working with young children and current CDA required.
- OCFS Comprehensive Background Check
- Physical with Mantoux Tuberculin test
- Valid Driver's License
- Ability to perform physical weight bearing demands as related to the required job tasks.

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- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Associate's Degree

Application Instructions

Join Our Team! Â

[Click Here to View and Apply Online](#)