



JOB DESCRIPTION

JOB TITLE: INSTRUCTOR I (Early HEAD START)

Position Type: Classified	Department: Early Childhood
Salary Schedule: Classified	Reports to: Principal/Manager (Early Childhood)
Salary Range: 30	Location: TBD
Term of Employment: 12	Date: April 16, 2024
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Understands policies and procedures related to the implementation of the Head Start Performance Standards, as reflected in the program plans.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Completes and maintains all necessary documentation to demonstrate compliance with Head Start Performance Standards and district regulations.
- Supervises and implements federal, state, local, and district health and safety policies and procedures.
- Conducts, with instructional assistant, a minimum of two (2) home visits and two (2) parent/teacher conferences per family, per academic year. A minimum of one (1) home visit shall be conducted for a summer program and a minimum of three (3) shall be conducted for a full year program.
- Supervises and trains parents, staff, and volunteers, as appropriate.
- Evaluates or assists in the evaluation of the instructional assistant according to the district performance appraisal process.
- Coordinates activities of support staff and service providers.
- Develops and implements a developmentally appropriate curriculum for children aged 0 to 3, based on individual interests, needs, and abilities of the children in the classroom and the group as a whole and reflecting assessment outcomes.
- Participates daily in team planning of curriculum with the instructional assistant and other appropriate staff, using and encouraging appropriate input from parents.
- Oversees the developmental assessment of each child and develops individual goals, involves parents in the process and assesses outcomes of individual child assessment.
- Plans, organizes, and attends parent meetings, as needed or required.

- Develops and maintains a relationship with each family to encourage meaningful participation in the program. This may include translation of written materials for non-English speaking families.
- Reviews needs and progress of each family a minimum of once a month. Works in conjunction with the caseworker to meet health and social service needs of those families.
- Works cooperatively with identified disabilities services support staff in the provision of direct services and the development of goals for children with disabilities.
- Initiates and sustains positive working relationships with schools, community agencies, the grantee, and the staffs of each organization.
- Interacts comfortably and empathetically with people from diverse backgrounds.
- Provides incidental medical assistance as needed.
- Assumes responsibility for classroom supplies and materials. Submits purchase requests and appropriate documentation of purchases made to the designated person in a timely manner.
- Arranges the physical environment making it safe, healthy, interesting, and developmentally appropriate.
- Develops an environment and daily curriculum that reflects a developmentally appropriate anti-bias, multicultural approach.
- Oversees maintenance and upkeep of classroom supplies, materials, and equipment.
- Supervises and participates in developmentally appropriate outdoor play activities on a daily basis.
- Attends all scheduled staff meetings and trainings.
- Attends and participates in ongoing training designed for Head Start teaching staff and supplemental education training.
- Maintains appropriate educational certificate or credential.
- Submits to the Preschool Manager a record of training attended and classes taken during the program year.
- Participates in the annual program assessment.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Must supervise students.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding Customer Service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.

- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

QUALIFICATION REQUIREMENTS:

- Must be at least 21 years of age.
- Must Obtain Identity Verified Prints (IVP Finger Print Clearance Card).
- TB test, CPR, and 1st Aid certified.
- Food Handler's Certificate.
- Be able to interpret local, state, federal, and district regulations, policies and procedures as they pertain to the duties of the job.

EDUCATION AND/OR EXPERIENCE:

- Preferred: experience in working with infants/toddlers
- Must have/or be willing to obtain- Child Development Associate (CDA) Credential-Infant/Toddler, or Associates Degree
- High school diploma or general education degree (GED).

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.