



**Position:** Head Start Teacher  
**Supervisor:** Manager on Point  
**Classification:** Level III

## + Overview

The teacher is responsible for the day-to-day supervision of all classroom staff and development and implementation of classroom curriculum, instruction, screenings, and assessment. These components ensure compliance with Head Start Outcomes Framework and DCFS Licensing Standards.

## + Essential Job Functions

- Plan developmentally appropriate education experiences in accordance with Head Start Early Learning Outcomes Framework, Illinois Early Learning Standards, and DCFS licensing Standards.
- Interact with children in a developmentally appropriate manner using Conscious Discipline techniques.
- Implement Creative Curriculum with fidelity, which includes instruction, assessment, and screenings
- Provide supervision of assigned education and bus staff which includes performance reviews and other human resources related tasks
- Complete two home visits and two parent-teacher conferences with each enrolled family.
- Maintain inventory of classroom supplies and equipment to request supplies
- Maintain accurate up-to-date children's files.
- Guide teacher and classroom assistant(s) in creating lesson plans
- Maintain confidentiality of all information regarding children, families, and staff.
- Verify preparation of meals and snacks and implement family style meal service and holding staff accountable based on CACFP audit
- Modifications and accommodations must be implemented from documents related to instruction, physical, and/or health related plans, not limited to IEPs and IFSPs
- Attend all staff meetings, trainings, workshops, and conferences in accordance with Head Start Performance Standards and DCFS Licensing standards with a minimum of 20 hours in-service training annually.
- Assist in recruitment of children as specified in the Recruitment Process
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Perform job duties as per timeline.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.

## + Education and Experience

- Bachelor's Preferred. Must have at minimum an Associate degree in early childhood education or a related field in accordance with Section 645A(h)(1) of the Head Start Act. DCFS qualifications for Child Care Director is required.
- Successfully complete fingerprint and background check as required by 89 ILL. Adm. CODE 385 Background Checks (Section 407.110)
- Must be at least 21 years of age and physically lift 50 pounds.
- Must successfully complete CPR, First Aid, Food Protection Manager Certification, and any other certification deemed necessary for the operation of the site.
- Experience with Microsoft Application including SharePoint or similar collaboration software application.
- Illinois State ID and reliable transportation required. A valid Illinois Driver's license and insurance preferred.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: July 6, 2023

**+ Benefits**

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$2,500 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-b Retirement plan (after 1-year CAPCIL will match up to 3%)
- Annual Leave (2 weeks available after 90-day probationary period, prorated based on hire date and increases with continued employment)
- 3 Personal Days (Available on your first day and prorated based on hire date)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

**+ Key Performance Indicators**

<b>Outcome</b>	<b>Performance Indicator</b>	<b>Measure and Tool</b>	<b>What does Good Look Like?</b>
Call family about attendance within 1 hour of start time	Document phone calls and/or contacts in attendance notes	Attendance Notes in database system reviewed quarterly	95% completed within 1 hours
Maintain enrollment pool according to the yearly assigned application goal	Complete applications to ensure goal is met as needed throughout the year	Application Summary Report in client database	33% entered at First Selection (May 1 <sup>st</sup> ) 66% entered at Second Selection (June 1 <sup>st</sup> ) 95% entered at Third Selection (July 15 <sup>th</sup> )
Collect adequate observation notes on each child for accurate assessment.	Weekly observation notes are collected on each child.	Documentation report in Teaching Strategies reviewed quarterly (Nov, Feb, May).	1 observation note per child per week.

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Director

\_\_\_\_\_  
Date