

## JOB DESCRIPTION

**DEPARTMENT:** SPECIAL SERVICES

**JOB TITLE:** EARLY CHILDHOOD HEAD START TEACHER

**REQUIREMENTS:**

- A. Education Level:** Bachelor's degree in an approved teacher education program. South Dakota Teacher certificate with endorsements in areas of teaching assignment.
- B. Experience Desired:** Successful student teaching.
- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, hearing; intermittent speaking, standing, walking and writing. The ability to provide physical management to students with behavior or self-care needs is required.
- D. Other Requirements:** Excellent oral and written communication skills. Demonstrated skills in human relations, leadership, and conflict management. Demonstrated competency in word processing, spreadsheets and data bases.

**REPORTS TO:** Building Principal/Head Start Director

**RECEIVES GUIDANCE FROM:** Principal  
Head Start Program Supervisor

**DATE:** Revised June 2004

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Teaches assigned classes in accordance with District approved programs of study.
2. Abides by School Board policies and rules, teacher handbooks and the negotiated collective bargaining agreement.
3. Participates in identification and IEP development for eligible students when appropriate.
4. Maintains student records in compliance with district, state, and federal requirements.
5. Participates in parent conferences and communicates with parents on a routine basis keeping them well-informed about their child's school progress.
6. Plans and implements home visits, family focused curriculum, and small/large group parent activities.
7. Utilizes teaching techniques consistent with the research on characteristics of effective teaching for young children.
8. Establishes student success as a primary teaching goal and provides opportunity for all students to experience success.

9. Promotes academic achievement for all students.
10. Monitors student classroom effort and home/parent-child activities thus providing continuous feedback to parents and students of academic progress.
11. Establishes classroom management system that promotes the most efficient use of learning time.
12. Establishes a learning climate that promotes the orderly behavior of all students while maintaining the dignity and positive self-concept of each student.
13. Provides for the well-being, health and safety of all students.
14. Participates in school and District study committees and department meetings.
15. Maintain the confidentiality of students and their families.
16. Performs other duties as assigned by supervisors.

**WORKING CONDITIONS:**

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u> <u>XXX</u>
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**B. Climatic Environment:**

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

**C. Hazards:**

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

**I have read and understand this job description and can fulfill the essential functions as listed.**

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**Signature**

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**Date**

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**Print Name**