

**Ohio Valley Opportunities
Job Description**

Job Title: Teacher
Department: Head Start
Reports To: Center Director
FLSA Status: Hourly
Prepared By: HR Director
Approved By: Melanie Harrell
Reviewed/Revised Date: April 2019

SUMMARY/PURPOSE

Provides structured learning activities that promote the social, physical and cognitive development of children to reach School Readiness Goals through partnership with the parents and fellow staff

ESSENTIAL DUTIES & RESPONSIBILITIES include the following.

- Advocate for early childhood education through ensuring quality services to children, families and the community-be a liaison for the company and program within the community
- Plan daily classroom and playground schedules, routines and transition activities.
- Ensure sufficient and proper supervision of all children at the site at all times.
- Plan and implement appropriate curriculum experiences that allow children to explore, experiment, question, observe and play.
- Implement individualized instruction
- Work collaboratively with all staff to provide for the needs of children in compliance with Head Start Performance Standards.
- Adhere to all Personnel Policies, Head Start Program Performance Standards and the Policies and Procedures Indiana Childcare Licensing Regulations.
- Utilize, monitor, and maintain program databases to accurately track child and family information.
- Conduct screening and ongoing assessments of children’s development.
- Plan and conduct home visits and Parent/Teacher Conferences.
- Demonstrate knowledge of and approaches to positive guidance and discipline.
- Encourage parent and community volunteerism and participate in other activities to generate in-kind.
- Provide ongoing communication and information sharing with staff and parents.
- Respond competently to the diverse cultures, traditions, lifestyles, languages and values of each family.
- Submit timely, neat and accurate reports with appropriate data.
- Attend all assigned training and meetings.
- Must be flexible and willing to adjust work hours as deemed necessary to accommodate families, program activities, and/or training.

ADDITIONAL DUTIES AND RESPONSIBILITIES MAY BE ASSIGNED.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

QUALIFICATIONS

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. Must be able to pass ongoing physical exams for Indiana Childcare Licensing. Must be able to be certified in CPR, First Aid and Universal Precautions and maintain certification throughout employment

Must pass initial drug test and ongoing random drug testing
Must be free from TB and provide negative skin test, lung x-ray, or equivalent annually
Must pass a National Fingerprint check and State Criminal History Background Check and the State CPS check as required by State Daycare Licensing standards

EDUCATION and/or EXPERIENCE

Must have a Bachelor’s Degree in Early Childhood Education, or a related field with relevant course work. A minimum of one year experience in a classroom setting, related experience working with children.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl and talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate to loud

The physical location for this position: Center Location as assigned

Some out of town travel is required for training and staff meetings

ACCEPTANCE

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

Employee

Date

OVO is an Equal Opportunity Employer and Provider