




DATE: April 11, 2012	 Telamon Corporation Transition Resources Corporation	JOB CODE(s): 501-506 STATUS: Non-Exempt GRADE: 10/12/13/14/15/16 WORKERS COMP CODE: 8869, in DE: 891
------------------------------------	--	--

- I. **POSITION TITLE:** Teacher – Infant/Toddler
 (Note: You must customize information in Sections II and III to identify the supervisor/supervised position (s) in your center. This may be accomplished by changing the font of the identified position(s) to **bold.**)
- II. **IMMEDIATE SUPERVISOR:** Education Specialist, Education/Disabilities Specialist, Center Director, Lead Teacher
- III. **TITLE OF POSITIONS SUPERVISED:** None
- IV. **MAJOR OBJECTIVES:** Plans and implements individualized education programs for each child. Provides leadership through active direction and direct involvement in the care, teaching and training of children. Works cooperatively with Teachers, Assistant Teachers, Center Aides and Volunteers within the classroom. Inventories all classroom equipment and supplies as instructed annually. Responsible for implementing parent engagement activities. Performs the duties of Bus Monitor as assigned. Assists in custodial duties of classroom. Ensures that the physical needs of children are met. Works in cooperation with supervisor to develop and document progress on professional development plan.
- V. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**
1. Plans and implements individualized education programs for each child.
 - a. Develops weekly activity plan and program activities consistent with Education Plan. Implements a good balance of child-directed and teacher-directed activities.
 - b. Provides healthy and safe activities that are developmentally and age appropriate (e.g. I Am Moving, I Am Learning).
 - c. Communicates positively with staff, parents and children who participate in the program.
 - d. Implements developmentally appropriate enrichment projects, i.e. through excursions and classroom activities.
 - e. Ensures adequate playground supervision.
 - f. Meets with appropriate staff to share curriculum, progress and needs; assists in planning and conducting yearly in services training.
 - g. Assists in implementing RIF activities where applicable.
 2. Provides leadership through active direction and direct involvement in the care, teaching and training of children.
 - a. Provides and implements comprehensive individualized educational plans for each child in the class as required.


DATE: April 11, 2012	 Telamon Corporation Transition Resources Corporation	JOB CODE(s): 501-506 STATUS: Non-Exempt GRADE: 10/12/13/14/15/16 WORKERS COMP CODE: 8869, in DE: 891
---	--	---

- b. Utilizes database to record observations/evaluations of children in the group, and completes screening/assessments and follow-up for all children under his/her supervision. Maintains records up-to-date.
 - c. Incorporates individualization into lesson plans.
 - d. Plans, schedules and makes home visits, and holds conferences with parents to discuss their child's progress.
 - e. Participates in staff meeting, parent meetings, training, and all relevant center activities. Participates in advisory meetings as directed.
 - f. Works with appropriate education, administration and classroom staff in development of procedures, weekly lesson plans, and program activities consistent with the Education and school readiness plan, to include dual language implementation.
 - g. Completes attendance, health checks, home correspondence, home visit forms, accident/incident forms, mental health observation forms, daily classroom/playground inspections, etc., with proper follow-up when required. Ensures required record-keeping is accurate and current.
 - h. Assures that pedestrian safety training is provided for children.
3. Works cooperatively with Teachers, Assistant Teachers, Center Aides and Volunteers within the classroom.
 - a. Schedules and holds regular meetings with classroom team.
 - b. Develops work assignments cooperatively for classroom team.
 4. Inventories all classroom equipment and supplies as instructed annually.
 5. Responsible for implementing parent engagement activities.
 - a. Provide welcoming environment to families. Initiate receptive, responsive and respectful relationships with families.
 - b. Participate in cross-service area teams and program meetings to ensure information about services related to families and children is shared and coordinated.
 - c. Support parent-child relationships in a way that values the culture and language of the family.
 - d. Encourage families to observe and participate in their child's classroom. Provide opportunities for parents to learn about child health and development. Help families identify appropriate practices that complement the stages of their developing child.
 - e. Plans activities for parents and volunteers to do within the classroom and in the home which relate to the curriculum.
 - f. Engage families in effective transition planning.
 - g. Assists in mobilization of matching/in-kind funds. Ensures documentation of in-kind generated from parents, volunteers and classroom activities.

DATE: April 11, 2012	 Telamon Corporation Transition Resources Corporation	JOB CODE(s): 501-506 STATUS: Non-Exempt GRADE: 10/12/13/14/15/16 WORKERS COMP CODE: 8869, in DE: 891
---	---	---

- h. Support parent interests and goals by providing skill-building volunteer opportunities in the classrooms.
 - i. Implement home visiting and parent conferencing activities to share information with parents on their child's progress and provide support to parents as needed. Connect consistently with parents to gather child information and parent observations to inform teaching.
 - j. Help families explore children's signals and how to respond to their child's behavior. Work together with families to help children overcome behavioral challenges.
 - k. Support family experiences with community resources that support children's learning, such as libraries and museums.
6. Performs the duties of Bus Monitor as assigned.
- a. Assists Bus Driver in providing safe transportation for the children by ensuring:
 - 1) All children are seated at all times while the bus is in motion.
 - 2) All children are wearing seat belts or are secured in an approved child safety restraint system.
 - 3) All children enter and exit the bus safely.
 - b. Provides conversation and appropriate activities for children during the bus ride.
 - c. Assists with record keeping as assigned.
 - d. Assists Bus Driver in maintaining a clean, safe bus.
 - e. Conducts thorough inspection of bus to ensure all children have exited.
7. Assists in custodial duties of classroom.
8. Ensures that the physical needs of children are met.
9. Works in cooperation with supervisor to develop and document progress on professional development plan. Development plan to incorporate recommendations from classroom observations and Mentor-Coaches, where applicable.
10. Related duties as assigned.

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

DATE: April 11, 2012	 Telamon Corporation Transition Resources Corporation	JOB CODE(s): 501-506 STATUS: Non-Exempt GRADE: 10/12/13/14/15/16 WORKERS COMP CODE: 8869, in DE: 891
---	---	---

Job Code: 501 (10) Level 1: Infant/Toddler child development associate credential. Two years experience working with young children. Bilingual ability in English/Spanish preferred.** Excellent interpersonal skills. No citations for child abuse or neglect. Flexible hours required. Basic computer skills required.

Job Code: 502 (12) Level 2: Infant/Toddler Child development associate credential and completion of fifteen college credits toward an Associates degree in Early Childhood Education or related field*. Two years experience working with young children. Bilingual ability in English/Spanish preferred.** Excellent interpersonal skills. No citations for child abuse or neglect. Flexible hours required. Basic computer skills required.


Job Code: 503 (13) Level 3: Infant/Toddler Child development associate credential and completion of thirty college credits toward an Associates degree in Early Childhood Education or related field*. Two years experience working with young children. Bilingual ability in English/Spanish preferred.** Excellent interpersonal skills. No citations for child abuse or neglect. Flexible hours required. Basic computer skills required.

Job Code: 504 (14) Level 4: Infant/Toddler Child development associate credential and completion of forty-five college credits toward an Associates degree in Early Childhood Education or related field*. Two years experience working with young children. Bilingual ability in English/Spanish preferred.** Excellent interpersonal skills. No citations for child abuse or neglect. Flexible hours required. Basic computer skills required.

Job Code: 505 (15) Level 5: Associate's degree in Early Childhood Education or related field*. One year experience working with young children in an educational program preferred. Bilingual ability in English/Spanish preferred.** Excellent interpersonal skills. No citations for child abuse or neglect. Flexible hours required. Basic computer skills required.

Job Code: 506 (16) Level 6: Bachelor's degree in Early Childhood Education or related field*. One year experience working with young children in an educational program preferred. Bilingual ability in English/Spanish preferred.** Excellent interpersonal skills. No citations for child abuse or neglect. Flexible hours required. Basic computer skills required.

*Degree in a related field is defined as an associate, baccalaureate or advanced degree in a field other than child development or early childhood education that either includes or is supplemented by six college courses (2-3 semester credits

DATE: April 11, 2012	 Telamon Corporation Transition Resources Corporation	JOB CODE(s): 501-506 STATUS: Non-Exempt GRADE: 10/12/13/14/15/16 WORKERS COMP CODE: 8869, in DE: 891
---	---	---

each) in child development or early childhood education focusing on children birth to age five.

****Language requirement is preferred. [Supervisor may change this to required as vacancy is posted if needed to meet one bilingual per classroom requirement.]**

VII. CERTIFICATES, LICENSES, REGISTRATIONS: Certified in First Aid and CPR


VIII. PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by 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.

Must have a current physical examination, including a tuberculin test or TB assessment (depending on the state regulation) before client contact is initiated. Ability to: Complete basic paperwork, respond to emergency situations, analyze and solve problems, move and play with small children. Engage in occasional light lifting, pushing, carrying, and pulling tasks. Perform multiple tasks and meet deadlines.

IX. WORK ENVIRONMENT: Office, child care environment. Dress according to policy.


X. SAFETY REQUIREMENTS: Telamon Corporation is committed to the highest safety standards. The responsibilities of the position include compliance with all company and government safety regulations and procedures.

XI. DISCLAIMER: The statements in this job description are intended to describe the general nature and level of work required by this position at this time. However, it is not an all-inclusive list. The Corporation retains the discretion to add to or change the duties of the position at any time.

DATE: April 11, 2012	 Telamon Corporation Transition Resources Corporation	JOB CODE(s): 501-506 STATUS: Non-Exempt GRADE: 10/12/13/14/15/16 WORKERS COMP CODE: 8869, in DE: 891
---	---	---

ADDENDUM TO TEACHER JOB DESCRIPTION (Use this job description for Peer Mentor for coach teacher)

- IV. MAJOR OBJECTIVES:** Provide support to assigned protégés to improve the development and learning of Head Start and Early Head Start children. Improve instructional outcomes as measured by CLASS scores, the Head Start Child Outcomes Framework and other assigned measures. Provide support to protégés in completion of college coursework on their path to earning academic degrees.
- V. ESSENTIAL DUTIES AND RESPONSIBILITIES:**
10. Provide support to assigned teaching assigned protégés to improve the development and learning of Head Start and Early Head Start children.
 - a. Establish and maintain a positive, supportive relationship with assigned protégés.
 - b. Plan and conduct individual reflective conferences with protégé twice per month. Activities must focus on the protégé's goals and should include: observation and conferencing, modeling and co-teaching, guided live or videotaped observation of other classrooms, sharing resources, and journaling.
 - c. Provide guidance reflecting on early childhood development theory and its relationship to everyday practice.
 - d. Make suggestions to help protégés improve their skills, knowledge and competencies.
 - e. Provide feedback in a supportive, instructive and non-judgmental way.
 - f. Model appropriate strategies for engaging children in positive learning interactions.
 - g. Provide opportunities for protégé to reflect on and apply theory and learning to everyday practice.
 11. Improve instructional outcomes as measured by CLASS scores, the Head Start Child Outcomes Framework and other assigned measures.
 - a. Enhance the protégé's ability to observe children's activities and experiences as part of the ongoing assessment process and to use this information to individualize the curriculum.
 - b. Utilize CLASS summary to improve protégé performance in the different dimensions.
 12. Provide support to protégés in completion of college coursework on their path to earning academic degrees.
 13. Provide monthly documentation of work with protégés and submit to Education Disability Specialist

DATE: April 11, 2012	 Telamon Corporation Transition Resources Corporation	JOB CODE(s): 501-506 STATUS: Non-Exempt GRADE: 10/12/13/14/15/16 WORKERS COMP CODE: 8869, in DE: 891
---	---	---

VI. ADDITIONAL QUALIFICATIONS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Knowledge of and experience with Head Start Program Performance Standards and Child Outcomes Framework. Certified as reliable with the CLASS observation tool. Extensive knowledge of early childhood education including all domains of learning and development required. Knowledge of current research and ability to translate the research into classroom instruction. Experience implementing early childhood education service activities and training for teaching staff. Must have experience working with both adult and diverse learners. Must have effective communication skills. Bilingual (English/Spanish) preferred.

**This institution is an equal opportunity provider, and employer.
Auxiliary aids and services are available upon request to individuals with disabilities.**