

Finger Lakes Community Action

Job Description

Job Title: Head Start/UPK/EHS Teacher

FLSA Status: Non-Exempt

Department: Head Start

Reports To: Education Assistant

Summary:

The Head Start/EHS Teacher instructs children in activities designed to promote social, emotional, physical, and intellectual growth.

Essential Duties and Responsibilities:

- The job will require you to work with children in a classroom setting.
- Present a positive attitude each day and work as a team.
- Establish positive relationships with children, parents, and staff.
- Interact with children in all aspects of the day to support children learning new skills in the classroom and always supervise children.
- Plan and implement learning experiences that ensure effective curriculum implementation across the early learning and development standards, including for children with disabilities and dual language learners, as appropriate.
- Demonstrate effective use of assessment that promotes children's progress across the early learning and development standards, including for children with disabilities and dual language learners, as appropriate.
- Prepare materials ahead of time. Offer a variety of materials and experiences and a visual learning environment.
- Promote family literacy and embrace the role of the parent as the primary educator of the child. Promote and support the parent-child bond by supporting parent involvement in all aspects of the Head Start program.
- Direct and train the assistants, aides, and volunteers in your classroom.
- Staff eat meals with the children daily, serving as role models in trying new foods, using good manners, and beginning conversational skills. Encourage children to serve themselves and pass platters in a family-style setting.
- Administer first aid as needed.
- Complete lesson plans, newsletters and submit them on a timely basis, two weeks ahead of time.
- Annually plan and conduct a minimum of two home visits to the family of each classroom child and at least two parent-teacher conferences.
- Plan for cleaning to maintain a neat and attractive classroom which is both inviting to

children and conducive to learning. Take care to keep all classroom equipment in good condition.

- Implement Head Start Performance Standards, FLCA policies and procedures as well as NYS Daycare Licensing regulations.
- Protect and support the needs of Head Start children and families by becoming aware of the physical and behavioral signs of child abuse, neglect, and maltreatment.
- Keep accurate daily attendance records on children, monitor low attendance, and input in computer.
- Staff are required to input home visits, case conferences, parent conferences, case notes into the computer. Staff will be oriented upon hire and continuous training will continue throughout each program year.
- Report children's health concerns or injuries through documentation, required forms and procedures.
- Maintain, submit, and file appropriate paperwork in a comprehensive and timely manner.
- Be aware of any child allergies, health care plans, special diet plans.
- Participate in monthly safety drills and be familiar with procedures and routes.
- Communicate with CPSE/EI providers, attending CPSE/IFSP meetings to assist in the development of specific Individual Education Plan (IEP) for children with special needs. Attend case conferences with consultants, specialists, CPSE, and parents as needed.
- Maintain the confidentiality of all pertinent data.
- Attending meetings and committees as required by the agency. Participate in information coordination and planning with all center staff as appropriate.
- Work in other classrooms or centers if needed.
- Work in the kitchen if needed

Safety Responsibilities:

- Obey all safety rules, government regulations, signs, markings, and instructions.
- Become familiar with safety policies that apply directly to you in the area in which you work.
- Attend and actively participate in safety meetings.
- Report any unsafe hazardous conditions to your supervisor.
- Refrain from any unsafe act that might endanger yourself, consumers, or fellow employees.
- Report all workplace accidents and incidents immediately to your supervisor.
- Practice good housekeeping by picking up tools, materials and putting them into their proper places.
- Compliance with safety and health rules and regulations is a condition of employment.

Qualifications:

- Pass a background check upon hiring, up to and including clear fingerprints, and pass a state central registry clearance check. Pass background checks every five years. Submit a Medical Statement clearance form at time of hiring.
- Demonstrate punctuality and good attendance; taking care to always fulfill proper classroom ratio responsibilities. If unable to work, notify your supervisor of your absence.
- Occasionally work evenings and/or weekends for training and events.
- Must obtain First Aid/CPR within 30 days of hire and/or MAT training within 90 days of hire.

Education/Experience:

- Head Start Teachers must have a bachelor's degree in early childhood or a degree in a related field with coursework equivalent to an early childhood degree. Preference is given to candidates with early childhood education certification. OR
- A two-year degree with a plan of study in an approved college to complete a bachelor's degree in early childhood or related field.
- UPK teachers are required to have early childhood teacher certification or a plan of study to achieve this certification within 5 years of hire and approved by the school district.

Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG's recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.

Finger Lakes Community Action employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG's fraud hotline. Tips can be completely anonymous – and OMIG investigates all reported information.

Employer's Disclaimer

- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- *This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
- *This document does not create an employee contract, implied or otherwise, other than an "at will" employment relationship.*