

## GOODWILL INDUSTRIES OF THE CHESAPEAKE POSITION DESCRIPTION

<b>JOB TITLE:</b>	Early Head Start Teacher I
<b>JOB CODE:</b> (completed by HR)	EHSI
<b>DIVISION:</b>	Workforce Development
<b>DEPARTMENT:</b>	Waverly Family Center
<b>REPORTS TO:</b> (position not name)	Early Head Start Pre-School Director
<b>GRADE:</b> (completed by HR)	A-NE6
<b>FLSA:</b> (completed by HR)	Non-Exempt
<b>DATE CREATED:</b>	July 2009
<b>DATE REVISED:</b>	March 2012, December 2014, November 2015; September 2016
<b>VP APPROVAL/DATE APPROVED:</b>	Ryan Smith.9.23.2016

### **JOB SUMMARY:**

To provide comprehensive services to children in the areas of cognition, gross motor, fine motor, social and emotional development in a clean, safe, orderly and well managed environment. Create and implement a weekly and ongoing developmentally appropriate plan for a group of infant/toddlers with individualized consideration for each child. Meet federal Head Start Standards, state licensing regulations and local grant goals and objectives. Act as an advisor and advocate for children and parents in the areas of child development, health, education, and community resources. Treat all individuals with dignity and respect and exemplify Waverly EHS Center of Goodwill commitment to helping children and families.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Understand and be committed to the overall philosophy of Family Support and core values of Waverly EHS Center of Goodwill.
- Maintain appropriate welcoming environment where infants/toddlers are accepted and respected as individuals.
- Implement daily plans/lessons that are developmentally appropriate for infants/toddlers with input from parents that promotes positive parent/child interaction. Also adapt activities for special needs infants/toddlers. Act as a positive role model for parents and children.
- Be willing and able to do aggressive outreach and recruitment. Assist in building community resources and collaborations.
- Maintain current and accurate records of family interactions including home visits, conferences, family action plans, needs assessments etc...
- Have the ability to work independently and as a team member.
- Conduct and document daily observations, anecdotes, and assessments of infant/toddlers
- Attend case conferences, staff meetings, trainings and staff development activities. Engage in monthly supervision meetings.
- Provides informal parenting education to participants in the Center and during home visits.
- Conduct classroom inventory and prepare list of needed supplies.
- Assist in the daily serving of snacks/meals. Sit with families to encourage good social interaction while promoting good nutrition.
- Assist in the provision of home visits as needed. Respect culture and background of families. Conduct two teacher conferences per year with appropriate documentation.
- Maintain open communication and encourage parent involvement. Engage parents in volunteering, community service, and other ways of contributing to program activities and services.
- Assist children with toileting procedures and perform diaper duties as necessary. Also assist children with brushing teeth and other hygiene matters.
- Maintain all written documentation required as dictated by licensing and EHS Performance Standards. Completes daily communication sheets.
- Provide a safe, clean and orderly classroom. Visually observe children activities and move quickly to

- prevent dangerous situations.
- Perform other duties as assigned.

**EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or equivalent required; Associate’s degree in Early Childhood Education or related field preferred.
- One year supervised classroom experience with children age zero through three years required

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- 45 hour Child Care Certificate required
- 90 hour Child Care Certificate required
- Infant-Toddler Child Development Associate (CDA) certification required within 90 days after hire
- 9 hours Communications certification required
- Current Infant/toddler CPR, First Aid Certificate required within 90 days after hire
- Current Universal Precaution Certificate required

**ADDITIONAL REQUIREMENTS:**

- Pre-employment Early Head Start CJIS criminal background investigation clearance required
- Pre-employment physical and tuberculosis screen clearance per Early Head Start guidelines required

**SCOPE OF SUPERVISION:**

- Minimal supervision provided or on an as needed basis. Monthly supervision is conducted by the supervisor as well as monthly team meetings.

**QUALIFICATION REQUIREMENTS:**

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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to participate in training classes pertaining to child development, children at risk, special needs, etc.
- Ability and desire to work with infants and toddlers, and be willing to work with preschoolers.  
Ability to accurately record and deliver information, meet deadlines, and perform all duties efficiently and accurately.
- Ability to communicate effectively and positively with parents, children, staff, supervisor and general public.
- Ability to provide support and education to parents in a positive, non-judgmental manner and respond competently to the culture and values of each individual, family and community.
- Ability to respect participants' communications as confidential and discuss pertinent information with supervisor and other staff in an appropriate manner/area.
- Ability to involve the parent in working with his/her child.
- Ability to follow through on instructions as they pertain to classroom management.
- Ability to implement the activity plans for infants, toddlers, and preschoolers.  
Ability to model/teach to parents how to nurture and interact with their babies.
- Ability to maintain complete, organized and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and agency guidelines/requirements.
- Ability to interpret policies, procedures, and standards to specific situations.
- Ability to maintain personal composure, tactfully handle difficult situation, interpret communication correctly, behave friendly and professionally with clients and staff.
- Ability to work under stressful conditions and to respond immediately to crisis situation and to balance priorities.
- Ability to use independent judgement and principle of rational thinking in the decision making process.

**PHYSICAL REQUIREMENTS:**

- Sedentary**  
Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and files. Walking and standing are occasionally required. Frequently required to use hands and fingers to hold, handle and feel objects, knobs, keys and/or buttons
- Light**  
Lifting up to 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. May be required to regularly stand for extended periods of time, walk, reach with hands/arms with full range of motion, climb or balance, stoop, kneel, crouch or crawl, push or pull. Regularly required to talk and hear. Frequently required to use hands and fingers to hold, handle and feel objects, knobs, keys and/or buttons.
- Medium**  
Lifting up to 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. May be required to regularly stand for extended periods of time, walk, reach with hands/arms with full range of motion, climb or balance, stoop, kneel, crouch or crawl, push or pull. Regularly required to talk and hear. Frequently required to use hands and fingers to hold, handle and feel objects, knobs, keys and/or buttons.
- Heavy**  
Lifting up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. May be required to regularly stand for extended periods of time, walk, reach with hands/arms with full range of motion, climb or balance, stoop, kneel, crouch or crawl, push or pull. Regularly required to talk and hear. Frequently required to use hands and fingers to hold, handle and feel objects, knobs, keys and/or buttons.

**TRAVEL REQUIREMENTS:**

Travel is defined as travel to all areas within Goodwill’s territory (Cecil, Harford, Baltimore, Howard, and Anne Arundel Counties, Baltimore City and the entire Eastern Shore of Maryland). In some cases, long-distance travel, including overnights may be required but is typically planned in advance. In some cases, travel may be unplanned. Home visits will be conducted weekly and on as needed bases. Personal vehicles are used and mileage reimbursement is available.

- None
- Up to 25% of working time
- Up to 50% of working time
- Up to 75% of working time
- More than 75% of working time
- Must have access to own transportation
- Company vehicle to be provided for business related travel

**WORK ENVIRONMENT:**

- Limited**  
General office environment where the employee is infrequently exposed to moving mechanical parts, wet and/or humid conditions, fumes, airborne particles or outside weather conditions. The

noise level is usually quite.



**Moderate**

Employee may be exposed to moving mechanical parts, wet and/or humid conditions, fumes or airborne particles and outside weather conditions. The noise level is usually moderate.



**High**

Employee is regularly exposed to moving mechanical parts. Employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles and outside weather conditions.

Employee is occasionally exposed to high precarious places, risk of electrical shock and/or vibration. The noise level is usually loud.

**POSITION DESCRIPTION REVIEW:**

I understand this position description and its requirements and that I am expected to complete all duties as assigned. I understand the job functions may be changed from time to time. I am able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I will inform management of my accommodation needs.

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Employee Signature

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Date