YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: LEAD TEACHER – HEAD START

BASIC FUNCTION:

Under the direction and supervision of the Education Services Manager, fulfill the role of Center Director as defined by Title 22 of the California Code of Regulations. Oversee the daily operations of an infant/toddler center or preschool center where assigned. Supervise and teach an assigned group of children using developmentally appropriate practices. Provide direction, guidance and support to teachers assigned to site. Monitor child attendance. Organize and conduct parent education and parent participation activities. Comply with Head Start regulations, California Health and Safety Codes, Title 22 and all other applicable state, local and federal guidelines.

REPRESENTATIVE DUTIES:

Responsible for the daily operation of a Head Start Child Development Center. Exercise supervisory responsibilities in accordance with the Child Development Site Supervisor Permit.

Ensure compliance with Title 22 regulations and program goals. Monitor attendance of all students enrolled in the facility. Prepare, collect and retain absence slips; make follow-up contact with parents/care givers to determine the cause of each child's absence; refer irregular attendance issues to Health or Family Support Services, as appropriate. Participate in the development of attendance improvement plans.

Work closely with the Family Support Services Manager and Family Support Services Assistants in the implementation of selection and enrollment policies and procedures. Answer questions regarding enrollment and assist families who come to the center to complete enrollment applications.

Provide guidance, modeling and support to assigned teachers. Direct, instruct, and train assigned staff; provide input for evaluation. Substitute for a teacher during a temporary absence. Call in substitutes, when authorized. Monitor and supervise all activities within the center to assure a safe, healthy and attractive environment; that needed maintenance and repairs are made; developmentally appropriate practices are utilized. Provide guidance and instruction to teachers to strengthen the infant, toddler and early childhood experiences provided; assure that screenings occur in a timely manner; that findings are recorded; that Individual Learning Plans are developed and implemented; that ongoing observation is utilized to update each child's individual plan on a regular basis. Assist teachers to develop and implement written lesson plans that address the whole child; that integrate all service areas into the curriculum; that are individualized; and that address Early Head Start Outcomes.

Prepare and submit requisitions for supplies and materials; maintain an inventory of center equipment; forecast needs for supplies, materials, equipment, repairs and other potential expenditures.

Prepare and maintain accurate records, including staff and child attendance records, child observation, individualization, lesson plans, lunch count, parent participation, in-kind contributions, and others as directed, using proper spelling and accurate calculations. Assure assigned teachers prepare and maintain accurate and up-to-date records. Assure records are maintained in accordance with Head Start/Early Head Start confidentiality policies and procedures.

Make a minimum of two home visits with each assigned child's family and hold a minimum of two parent conferences each year. In collaboration with parents organize, plan, and maintain an active parent committee, in accordance with Performance Standards. Assist parents to develop agendas, conduct the meetings, arrange for speakers or programs, keep attendance and minutes of each meeting. Maintain regular communication with parents through newsletters, calendars, announcements, and various forms of personal contact.

Schedule and facilitate monthly center staff meetings. Schedule and/or attend case conferences, parent conferences, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Plan and conduct transition activities with parents, school personnel, and children in accordance with the Head Start/Early Head Start Transition Plan.

Carry out authorized emergency and safety procedures and administer first aid.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child growth and development.
- Head Start and Early Head Start Performance Standards and Outcomes.
- Developmentally Appropriate Practice.
- Principles of Supervision, Training and Performance Evaluation.

ABILITY TO:

- Use a computer to collect, record, retrieve data and prepare reports.
- Plan, organize and supervise a preschool center.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain detailed records accurately and in a timely manner.
- Evaluate work methods and results.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Organize personnel effectively and efficiently to successfully meet daily objectives.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- BA or higher w/ 12 units of ECE + 3 units supervised field experience ***OR*** Teaching or Administrative credential w/ 12 units of ECE, + 3 units supervised field experience ***OR*** AA w/ 24 units ECE/CD units, including core courses,+ 6 administration units + 2 adult supervision units + 16 general education units.
- Two years experience in an instructional capacity in a child care and development program with at least one year in a supervisory role.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:
- Possess or eligible for Child Development Site Supervisor Permit.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver's license.

REQUIREMENTS:
- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:
Center, home setting and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:
Lifting children weighing up to forty-five (45) pounds.
Bending at the waist, kneeling or crouching to maintain direct eye contact with children.
Sit on the floor and/or preschool chairs.
Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking in order to exchange information.
Driving a vehicle to conduct work.

HAZARDS:
Exposure to bodily fluids and infectious diseases.

APPROVED:

_____ _____
Signature, Policy Council Chair Date of Approval

_____ _____
Signature, Superintendent or Designee Date of Approval