



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



JOB DESCRIPTION

JOB TITLE:	<u>EARLY HEAD START CAREGIVER</u>	GRADE:	<u>6</u>
COMPONENT:	<u>EARLY HEAD START</u>	DATE REVISED:	<u>01/26/2018</u>
REPORTS TO:	<u>EARLY HEAD START MANAGER</u>	STATUS:	<u>NON-EXEMPT</u>

Hourly Range: \$13.31-19.91

I. INTRODUCTION:

Under direct supervision of the Early Childhood Manager, using analytical judgment, plans, coordinates implements and supervises all classroom activities. Responsible for leading children toward the fulfillment of their potential for intellectual, social, emotional, physiological growth, and for assisting families in receiving comprehensive services.

II. DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, implements daily lesson plans and develops appropriate instructional techniques and instructional media in accordance with the curriculum reflective of the individual needs of children and families.
2. Supervises and evaluates all classroom activities to insure that the needs of individuals are being met, participates in the selection of child development materials, such as books, equipment and supplies.
3. Evaluates daily activities and implements necessary changes or activities to provide for a social and emotional climate; maximum developmental environment to include a family style atmosphere during meal times to include participating in the same or similar menu and provide play activities that provide stimulation for children.
4. Identifies the individual enrolled child's needs by use of appropriate assessment tool, environment, observation, parent/teacher conferences, etc.; and designs goals and objectives and provides proper feedback to parents and other appropriate staff.
5. Maintains files on each recipient including complete information, medical records, progress reports, attendance, etc. as may be required and follow up with parents on absences and Family Services of extended absences.
6. Participate in development of attendance improvement plans.
7. Support parents to be the first educators of their child and develop educational goals with parents
8. Conducts at least two (2) home visits and (2) two parent conferences per family each operating year and work to establish and maintain open lines of communication with families concerning the intellectual, social, emotional, physiological and maturational growth of the child through telephone calls and written communication.
9. Integrates the activities of all content areas and implements the Early Head Start Performance Standards, enforces grantee rules as per all local, state, and federal guidelines.
10. Establish and maintain positive behavior supports and a safe and healthy environment consistent with program policies and guidelines.
11. Assist children with personal care needs (toilet training, changing diapers, feeding, hand washing, etc.)
12. Make provisions to be available to the children and parents for program related purposes outside of the instructional day when required or requested.
13. Attends all workshops, seminars, pre-service and in-service training, etc., as required and participates and follows an individualized professional development plan.
14. Input educational assessment and data into the computer.
15. Assists in increasing in-kind services and donations each year.

16. Such other duties as are assigned within state and federal guidelines.

III. QUALIFICATIONS:

A. NECESSARY (Entry Requirements):

1. A minimum of a Child Development Associate (CDA) appropriate to ages 0 through 3 or equivalent credential that addresses comparable competencies and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.
2. Ability to organize, prioritize, manage and carry out duties efficiently and within established timelines.
3. Ability to communicate effectively in written and oral form, including electronic media, using positive interpersonal skills.
4. Capacity to perform physical requirements necessary to care for infants and toddlers. (See physical requirements below)
5. Valid driver's license and reliable transportation.
6. Must have computer skills to efficiently input required data to be maintained on children and families.
7. Must be able to demonstrate knowledge of infant and toddler development and care.
8. Must have ability to function as a team member with co-workers and the community to build productive, collaborative relationships to achieve program goals and objectives.
9. Ability to communicate with infants and toddlers in ways that ensure a sense of safety and security.
10. Able to attend overnight meetings and workshops.
11. Ability to maintain and retrieve files and to visually review.
12. Must possess Pediatric First Aid and CPR certification within 90 days of hire.
13. Must be able to pass a SLED/FBI criminal background check, drug screen, central registry check, and required health screening to include tuberculin testing.

B. DESIRABLE:

1. CDA and an Associate Degree in Early Childhood Education with experience working with an Early Head Start Program or a CDA and Bachelor's Degree in Early Childhood Education and experience working with an Early Head Start Program.
2. Basic knowledge of regulations and guidelines governing Early Head Start Programs.
3. Basic knowledge (at least six months' experience) of community action concepts.

IV. PHYSICAL REQUIREMENTS

1. Must be able to lift and hold children weighing up to 30 pounds.
2. Must be able to bend at the waist, reach, kneel, and crouch to maintain direct eye contact with children.
3. Must be able to sit on floor and preschool chairs.
4. Dexterity of hands and fingers to manipulate specialized apparatus and standard office and

- classroom equipment.
5. Must be able to visually view and evaluate children and read a variety of material.
 6. Must be able to hear and speak in order to exchange information.
 7. Must be able to drive a vehicle to conduct work.

V. MOBILITY:

Upward-----Head Start Teacher
Lateral-----
Downward-----Assistant Teacher

Signature

Date

Policy Council approved: JANUARY 18, 2018

Board of Directors approved: JANUARY 26, 2018