



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



JOB DESCRIPTION

JOB TITLE:	<u>TEACHER</u>	GRADE:	<u>6</u>
COMPONENT:	<u>HEAD START</u>	DATE REVISED:	<u>01/31/2017</u>
REPORTS TO:	<u>CENTER SUPERVISOR</u>	STATUS:	<u>NON-EXEMPT</u>

Hourly Range: \$13.55-20.27

I. INTRODUCTION:

Under general supervision of the Center Supervisor, using analytical judgment, plans, coordinates, implements and supervises all classroom activities.

II. DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, implements daily lesson plans reflective of the individual needs of recipients.
2. Supervises and evaluates all classroom activities to insure that the needs of individuals are being met.
3. Evaluates daily activities and implements necessary changes or activities to provide for a social and emotional climate; maximum developmental environment.
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.
5. Maintains files on each recipient including complete information, medical records, progress reports, etc. as may be required.
6. Conducts at least two (2) home visits and (2) two parent conferences per family each operating year.
7. Integrates the activities of all content areas.
8. Attends all workshops, seminars, pre-service and in-service training, etc., as required and follow an individualized professional development plan.
9. Provide input for assistant teachers in development of their own individualized professional development plan.
10. Conducts annual evaluations of assistant teachers and assist with setting annual goals.
11. Input educational assessment and data into the computer.
12. Assists in increasing in-kind services and donations each year.
13. Such other duties as are assigned within state and federal guidelines.

III. QUALIFICATIONS:

A. NECESSARY (Entry Requirements):

1. An Associate Degree in Early Childhood Education, or
2. Associate Degree in a related field to Early Childhood Education and coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool-age children or
3. Bachelor's Degree and has been admitted into the Teach for America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach for America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach for America's professional staff.
4. Valid driver's license or reliable transportation.
5. Must have basic computer skills.
6. Able to attend overnight meetings and workshops.
7. Ability to maintain and retrieve files and to visually review.

7. Able to lift 25 pounds.
8. Must be able to pass a SLED/FBI criminal background check and required health screening.

B. DESIRABLE:

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

IV. MOBILITY:

Upward-----Center Supervisor
Lateral-----Nurse
Downward-----Assistant Teacher

Signature

Date

Policy Council Approval: January 10, 2017

Board of Directors Approval: January 31, 2017