



COUNTY OF YORK JOB DESCRIPTION
Teacher (I and II)
Head Start/Children's Services
Community Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs professional educational work in providing developmental services to income eligible and disabled preschoolers enrolled in the County Head Start program. Plans and carries out a daily program with the goal of meeting the physical and developmental needs of individual members of an assigned group of young children. Develops lesson plans, assesses children's progress, works with and supervises aides and volunteers, holds home visits, and holds parent-teacher conferences. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS

Plans and carries out the daily indoor and outdoor educational and recreational activities designed to enhance the social, intellectual, physical and emotional development of underprivileged and disabled children at an educational center operated by the County Head Start program.

Research, develop, and implement developmentally appropriate lesson plans that meet the needs of the individual students.

Assess the children for possible developmental delays; speech delays, medical and/or behavioral problems, and refer them to the appropriate agencies or school system for further evaluation and services.

Collect and analyze data and develop an action plan to meet the needs of the children, and to meet local, state, and federal regulations.

Assigns and supervises the activities of aides and volunteers; encourages parental involvement in Head Start Program and counsels parents to enhance their role as principal influence on child's development.

Provides care and protection for the children, helping them to adapt to and cope with real-life situations and to develop appropriate habits in such activities as eating, dressing and use of the bathroom.

Notes physical condition of each child and reports conditions needing attention; administers first aid when needed.

Maintains progress records on the emotional, physical, social, and intellectual development of the children; reports signs of abuse or neglect; performs a variety of screening and assessments for health, developmental, and social/emotional purposes.

Holds regular individual parent-teacher conferences and participates in parent group meetings; conducts home visits; communicates with families on a regular basis to relay information about the child's progress and assessment results; sets goals, provides educational and health information on community resources, addresses parent's concerns, and builds a partnership with the families.

Assists in maintaining attractive, healthy surroundings and ensures that classroom, equipment and materials are kept in good condition; polices outside play areas for trash and safety hazards.

Drives bus or County vehicle to transport children on field trips, home visits, community service trips, etc.

Assists in service of breakfast and lunch to client children; assists in associated set-up and clean-up activities.

Assists with on-going assessments of Children's Services programs, policies and procedures, and participates in developing a plan for continuous improvement.

Completes required paperwork (consisting of but not limited to: USDA reporting, attendance, daily health check, and various checklists and reports) in a timely manner.

ADDITIONAL JOB FUNCTIONS

Attends and participates in general staff meetings and training sessions.

Conducts a variety of drills as required.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of early childhood learning theories and principles.

General knowledge of early childhood development.

General knowledge of personal computers.

Excellent oral and written communication skills.

General knowledge of first aid.

Ability to detect signs of child abuse or neglect.

EDUCATION AND EXPERIENCE

Requires a bachelor's degree in early childhood education or an equivalent field or course of study. Applicants with less than a bachelor's degree in early childhood education may be considered for hire in an underfill capacity as a Teacher I, at a lower starting salary.

SPECIAL REQUIREMENTS

Possession of a valid Commercial Driver's License with the appropriate endorsements issued by the Commonwealth of Virginia, and must maintain a good driving record. Requires CPR, AED, and First Aid Certification, and an acceptable background check.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including copiers, audio and video tape players, etc. Must be able to operate a motor vehicle. Requires walking or standing to a significant degree. In working with and caring for the children, there is constant standing and walking, bending, stooping, climbing on the recreational equipment, and occasionally crawling while playing with the children. Pushing and pulling of toys and wagons, pushing children on swings, and sometimes lifting and/or restraining the children weighing around 40 – 55 lbs is necessary.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, records, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgment to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Manual Dexterity: Requires the ability to handle a variety of items such as audio-visual equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____