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GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title: Teacher

Status: Non-Exempt

Department: Head Start Program

Date Approved: June 2016

Reports To: Center Coordinator

Approved By: _____

Date Revised: June 2016

PRIMARY PURPOSE or JOB SUMMARY

To teach and supervise children in child development center(s) to ensure that appropriate skills, knowledge, and behaviors are learned. Plan and provide appropriate children's activities for the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop teaching objectives for children, write a weekly lesson plan. Review plans with Center Coordinator.
2. Document all classrooms activities; monitor the progress of children continually.
3. Maintain accurate records daily as defined by regulations.
4. Promote and provide a safe, clean and pleasant classroom environment.
5. Meet with parents on a regular basis, counsel behavior problems.
6. Plan field trips and outdoor activities, coordinate arrangements.
7. Drive and deliver assigned children to and from Center.
8. Perform other duties as assigned by Center Coordinator.

ACCOUNTABILITY

For effectiveness of the classroom learning and to maintain the guidelines of the Head Start Program.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

B S Degree Early Childhood Education or Associate Degree in Early Childhood Education. Prefer three years related work experience in a state licensed childcare facility. Will accept an equivalent field or a combination of education and experience commensurate with the job description.

Valid South Carolina Driver's License required. Must obtain a Commercial Driver's License within 90 days.

EQUIPMENT AND MACHINES

Personal computer.

WORKING CONDITIONS

Classroom environment.

ADDITIONAL COMMENTS

Must have ability to communicate with a variety of people, work independently, and maintain strict confidentiality of program data. Must be cooperative and display a positive attitude towards working as a team with other staff members. Must exercise discretion and sound judgment in the performance of assigned duties.

This position assumes a team relationship with other program components and the performance of any other related duties.