

**JOB TITLE:** TEACHER II

**DEPARTMENT:** Early Head Start

**OFFICE:** Orange

**SUPERVISES:** N/A

**REPORTS TO:** Site Supervisor

**FLSA STATUS:** Exempt

**GENERAL DESCRIPTION:**

Assists in overseeing and directing the planning, organizing, and implementation of education services for children. Teacher Floaters are assigned to a classroom as needed and the assignment changes according to the need. Individuals must be willing to travel between facilities to provide assistance as requested.

**ESSENTIAL JOB FUNCTIONS:**

Works with all comprehensive service areas and Site Supervisor to plan and implement an early childhood curriculum. Assists in the development of individual education plans for children. Develops lesson plans in accordance with Head Start Performance Standards and the early childhood curriculum. Assists the Assistant Teacher in developing lesson plans. Maintains classroom records, progress reports, accident reports, and other necessary documentation, using the appropriate technology. Conducts developmental screenings and assessments to meet the individual needs of children.

Working in conjunction with assistant assists with developing instructional materials and teaching aids. Assists with the selection of teaching materials to meet the individual needs of children. Models physical activities to all children in an assigned classroom. Encourages parent involvement in the Head Start program both in the classroom and in the home. Works with Teacher Assistant to conduct home visits, family conferences, and participates in parent meetings. Organizes and trains classroom volunteers. Submits referrals to Site Supervisor regarding concerns for individual children. Assists in the development and implementation of recommendations. Identifies and reports child abuse cases. Participates in the pre-service, in-service training, and other training programs that will enhance job performance and career development. Assists with the training of teacher assistant. Seeks in-kind (donated time, services, products, cash) for the program and ensure in-kind is documented accurately and timely. Participates in the Agency's Quality Improvement Program. Works with children with disabilities and special needs and provides individualization according to the child's IFSP goals. Provides active supervision to all children in the classroom at all times. Conducts child screenings in accordance to Florida State Standards and Office of Head Start standards within 45 days of child's start date.

**MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:**

- Associate degree in Child Development, Early Childhood Education, or an Associate degree in any field with 12 ECE college credit hours.
- One (1) year of experience teaching pre-school children (or infants and toddlers if working in EHS) preferred unless the degree is outside of ECE.
- Must be able to obtain at least fifteen (15) clock hours of certified training per year.
- Must enroll in the State mandated 45-hour module for child care within the first 90 days of employment. Must complete within the timeframe given upon hire.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of early childhood growth and development.
- Knowledge of the practices, procedures, and regulations in child care, including the Active Supervision of children.

- Ability to gain knowledge of Head Start Performance Standards and Head Start Policies and Procedures.
- Ability to gain knowledge of developmental screenings and assessments.
- Ability to receive and follow detailed instructions.
- Ability to operate a personal computer. Knowledge of a variety of computer software applications in word processing and databases, including Microsoft Word.
- Ability to navigate the Internet.
- Ability to gain knowledge of the Child Plus program.
- Ability to establish effective working relationships with the staff, parents, and community representatives.
- Ability to maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Ability to communicate effectively, both written and orally.
- Ability to develop and implement age-appropriate lesson plans.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Sensitivity to the needs, abilities, beliefs, and attitudes of individuals within and outside the Agency, including but not limited to clients and co-workers.

**ENVIRONMENTAL CONDITIONS:**

- Indoor classroom setting.
- Some outdoor activities in various weather conditions.
- Ability to report to various work locations, as instructed.
- Possible exposure to communicable diseases, including bloodborne pathogens.
- May be required to work nights and weekends to meet training regulations.

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**PAY RANGE:** \$36,129.60

**PAY GRADE:** 57

EOE-Females/Minorities/Protected Veterans/Individuals with Disabilities