

## NOTICE OF VACANCY

Murray Head Start is seeking qualified applicants for the following position:

### **HEAD START** **EHS INFANT/TODDLER TEACHER** **PADUCAH, KY**

#### **POSITION SUMMARY:**

The EHS Infant/Toddler Teacher is responsible for all aspects of the care and education for assigned children. Provides direct delivery of center-based Early Head Start (EHS) services for infants and toddlers including physical caregiving, developmental assessments, and implementing age-appropriate curricula. Serves as the primary teacher for assigned children and ensures safe and healthy learning environments and individualized learning activities for enrolled children.

*\*See attached Job Description for a more detailed description of job duties and responsibilities.*

#### **QUALIFICATIONS:**

A minimum of an Infant/Toddler Child Development Associate (CDA) credential is required. An Associate's or Bachelor's degree and related work experience are preferred. Applicant must have experience working with children ages birth to three. Must be able to lift and carry infants and toddlers who may range in weight up to 45 pounds. Must be able to kneel, squat, crawl, sit on and arise from the floor, and reach overhead. Need to be able to work independently and in a team environment. Criminal background checks, medical exam, and TB skin test/assessment are required for employment.

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Interested individuals may request an application from the Murray Head Start office by calling (270) 753-6031 or by accessing an application online at [www.headstart.murray.kyschools.us/downloads.asp](http://www.headstart.murray.kyschools.us/downloads.asp).

Submit application to:

Murray Head Start  
ATTN: Human Resources  
208 South 13<sup>th</sup> Street  
Murray, KY 42071  
OR

[heather.newsome@murray.kyschools.us](mailto:heather.newsome@murray.kyschools.us)

Fax: (270) 753-8599

#### **DEADLINE**

Applications will be accepted until position is filled.

Posted 7/27/18

## EHS INFANT/TODDLER TEACHER

<b>Primary Service Area:</b> Early Care and Education (ECE)	<b>Classification:</b> Classified
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### Position Summary:

The EHS Infant/Toddler Teacher is responsible for all aspects of the care and education for assigned children. Provides direct delivery of center-based Early Head Start (EHS) services for infants and toddlers including physical caregiving, developmental assessments, and implementing age-appropriate curricula. Serves as the primary teacher for assigned children and ensures safe and healthy learning environments and individualized learning activities for enrolled children.

Teachers may be assigned to specific classrooms and schedules. Teachers may also be designated as Floater Teachers, assigned to classrooms as needed to provide continuity of infant/toddler care for required coverage during staff breaks, staff planning, and full-day operations.

### Position Characteristics:

1. Full-time hourly
2. Reports to: EHS Infant/Toddler Supervising Lead Teacher

### Position Duties:

#### EHS Services:

##### Teacher

1. Create an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure.
2. Ensure the safety of each child at all times through active supervision, effective arrangement of space and materials, and proper maintenance of equipment.
3. Carry out child care routines in a manner that is prompt, hygienic, and consistent with best practice.
4. Observe children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and report these signs immediately to the EHS Infant/Toddler Supervising Lead Teacher.
5. Operate and maintain the classroom arrangement, appearance, decor, and cleanliness to ensure compliance with all licensing, Office of Head Start (OHS), and other local, state, and federal regulations.
6. Regularly observe and evaluate children's development and document progress on individual and school readiness goals.
7. Plan and submit complete lesson plans, goals, and resources, as assigned.
8. Plan and implement age- and developmentally-appropriate experiences that promote physical, emotional, social, and cognitive development through conversation, play, and creativity.
9. Interact positively with each child throughout all aspects of the daily routine. Implement all dimensions of the infant/toddler Classroom Assessment Scoring System in accordance with best practice.

10. Promote and nurture parent-child bonding and relationships.
11. Inform families about their children's experiences through daily contacts and regularly scheduled home visits and parent conferences.
12. Serve as a role model for the children and families, treating them with dignity and respect.
13. Complete all daily food service documentation as required by the USDA Child and Adult Care Food Program (CACFP).

Floater Teacher:

Floater Teachers will assume all regular duties in the absence of the primary Teacher. Floater Teachers will work in classrooms as scheduled by the EHS Infant/Toddler Supervising Lead Teacher to maintain compliance with teacher-child ratios at all times, according to licensing, OHS, and other local, state, and federal regulations. Floater Teachers will be the primary teacher/caregiver for assigned children and assume responsibility for planning, implementing and documenting progress on activities to meet individualized learning goals and objectives for those assigned children.

Planning, Policy, and Communications:

1. Regularly inform the EHS Infant/Toddler Supervising Lead Teacher of classroom status.
2. Prepare and submit detailed reports according to deadlines for Head Start Director, Management Team, Policy Council, Governing Board, OHS, and others as assigned.
3. Review and follow program policies and procedures related to EHS and center-based option and ensure compliance with OHS and other local, state, and federal regulations.
4. Participate in meetings, trainings, and professional development activities to stay informed on priorities, raise issues, and provide feedback and recommendations.
5. Supply information for self-assessments, Program Information Reports, grant applications, and program reviews, as requested.

Other:

1. Maintain professional and ethical standards, including confidentiality related to staff, family, and agency information. Demonstrate commitment to mission, vision, and organizational values and policies.
2. Improve professional skills and education to promote best practice.
3. Report to work as scheduled and takes breaks as required. Available to work over when necessary.
4. Share responsibilities and contribute as a team member in a positive and productive manner.
5. Advocate for and promote Murray Head Start within the school district and community.
6. Perform other work-related duties as requested by supervisor.

**Position Performance Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Murray Independent School District (ISD) policy and Murray Head Start policy on Evaluation of Personnel.

Offers of employment are conditional pending satisfactory receipt of a recent physical examination, TB skin test/assessment, criminal background checks, and Murray ISD Board and Policy Council approval.

**Position Qualifications:**

Required Qualifications: Infant/Toddler Child Development Associate (CDA) credential or equivalent college coursework. Experience working with children ages birth to three. Excellent verbal and human relations skills.

Preferred Qualifications: Bachelor's degree in Interdisciplinary Early Childhood Education, Child Development, or a qualified related field. Familiar with Creative Curriculum and Teaching Strategies GOLD child assessment tools. Two or more years of experience in Early Head Start or other infant/toddler program. Experience working with infants and toddlers with disabilities. Knowledge of licensing and other local, state, and federal regulations. Computer experience with word processing, email, and internet usage.

Other Required Qualifications: Ability to work independently and in a team environment. Strong organizational skills and the ability to monitor and prioritize work load and meet strict deadlines. Dependable transportation to/from assigned work location.

Required Physical Qualifications: The position can regularly require lifting and carrying infants and toddlers who may range in weight up to 45 pounds. The position involves standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, sitting and arising from the floor. Position also involves reaching with hands/arms and using hands to manipulate, handle, and feel objects. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Murray Head Start is an Equal Opportunity Employer

Policy Council Approval: November 2016