



## WESTSIDE CHILDREN'S CENTER

**TITLE:** Early Head Start Lead Teacher

**PROGRAM:** Early Head Start (Prenatal to 3 years of age)

**RESPONSIBILITY TO:** Early Head Start Program Director

### **POSITION SUMMARY:**

The Early Head Start Teacher (Prenatal to 3 years of age) will provide daily educational services to children ages 3 months to 36 months in a center base setting. Overall the Early Head Start Teacher must ensure a safe and healthy environment which supports each child's development. The Early Head Start Teacher must ensure full compliance with all California State licensing and Federal performance standards regulations.

### **ESSENTIAL RESPONSIBILITIES:**

- Has responsibility for the primary care of up to eight (8) children, including feeding, diapering, and overall care for infants and toddlers.
- Demonstrate respect for the child's background by incorporating the cultural, linguistic, and familial values and beliefs of the family into the child care environment and routines
- Assist with the supervision of staff and volunteers for child care setting.
- Administer and supervise nutrition and food service.
- Assist families with children's transition to Pre-K program or other child care programs.
- Monitor the sign-in and sign-out sheet for accuracy.
- Has lead responsibility to ensure safety and universal precaution use by staff and for the safety and well being of all children.
- Promote good health practices and contribute to the prevention of illness.
- Ensure the documentation of the child's daily health check and accurate reporting to the parent regarding the child's health status.
- Maintain a clean environment and use proper sanitation procedures.
- Provide a developmentally appropriate and nurturing environment for infants and toddlers and document child's progress, attendance, and other requested information.
- Maintain an individualized feeding program and monitor daily nutritional intake of children.
- Plan and implement daily lessons using program required curriculum and other resources which maximize each child's developmental ability.

- Conduct screening and developmental assessments and maintain written records of each child's development. Maintain current and accurate records on each child.
- Must be able to administer medication to children and understand the proper dosage in center-based setting.
- Must report accidents and incidents verbally and in writing to the parent and EHS Program Director.
- Provide a classroom environment that encourages parent participation.
- Exchange information and serve as a member of a trans-disciplinary intervention team.
- Participate in on-going in-service and educational development opportunities provided by the Agency.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

### **QUALIFICATIONS:**

- Must hold or be eligible for a Child Development Associate Permit
- Or
- Teacher Permit issued by the state of CA Teacher Credentialing Office.
- BA degree in Child Development or related field, requiring transcripts.
- Six (6) semester units related to infant and toddler development acceptable to meeting licensing requirements with passing grades of "C" or better.
- One (1) to two (2) years work experience in a licensed infant/toddler or preschool center.
- Valid Driver's License and access to a privately owned vehicle with liability insurance.
- Strong written and oral communication skills.
- Bilingual (English and Spanish) preferred.

### **PHYSICAL/MENTAL ABILITIES AND PROCESSES:**

- Early Child Development knowledge and experience.
- Ability to use the computer to input developmental data.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- Ability to lift and caring up to 25 pounds and in case of emergency a 40 pound child.

### **FOR CONSIDERATION:**

Please send cover letter and resume to [hr@westsidechildrens.org](mailto:hr@westsidechildrens.org)