



### Job Description – Infant & Toddler Lead Teacher (Early Head Start)

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|----------------|--------------------|
| Reports to:    | Education Director |
| Supervises:    | None               |
| Exempt Status: | Non-Exempt         |
| Work Schedule: | Full-Time          |
| Approved on:   | June 10, 2019      |

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

**Summary:** Responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled in preschool. programming, in accordance with Head Start Performance Standards and Title 29 of the District of Columbia Municipal Regulations (DCMR).

**Essential Duties:**

1. Lead team meetings with child development assistant and parent aide to develop weekly lesson plans and activities that address the individual goals of children.
2. Provide day-to-day supervision and support to child development assistant, substitutes, parent aide and volunteers, which include sharing daily lesson plans and discussing goals for children.
3. Meet regularly with Master Teacher/Instructional Coach and the Education Director to review curriculum plans and activities, improve classroom instructional practice and assess program effectiveness.
4. Responsible for the implementation of Head Start Performance Standards, National Association of the Education of Young Children’s (NAEYC) Accreditation Standards, and Title 29: DCMR performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of a prekindergarten program (ages Birth-3), including the implementation of developmentally appropriate practices.
5. Implement the evidenced-based curriculum, High Scope, with fidelity and according to BBI policies and procedures.
6. Collaborate with classroom staff to plan and implement the daily program of activities based on principles of child development and in accordance with the High Scope curriculum.
7. Implement the Bright Beginnings’ Closing the Word Gap Initiative will regularly use of LENA devices.
8. Work with the child development assistant to create daily open-ended small groups for children to encourage questioning, problem solving, language, creativity and concept forming in young children.
9. Responsible for the implementation of developmental, behavioral, and sensory screenings as mandated by Head Start, OSSE and NAEYC regulations and performance standards.
10. Make appropriate referrals to the Multidisciplinary Team Coordinator for children suspected of delays or disabilities.
11. Assure parents or designee sign-in and out on a daily basis by greeting each child and parent individually at time of arrival and departure.
12. Maintain portfolio and record of each child’s progress and development for the purpose of demonstrating student learning, planning individual instruction and complying with Head Start Standards.
13. Responsible for working with a multi-disciplinary team to fully implement an Individual Family Service Plan (IFSP) or Individual Education Plan (IEP) for children with disabilities.
14. Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth. Document daily observations in the child’s portfolio, which is used to inform the quarterly assessments.
15. Administer the Child Observation Record (COR) three times per year (Fall, Winter and Spring); enter observations into the COR database system and utilize the results of the COR to personalize and individualize weekly lesson plans.
16. Establish a positive relationship with each child’s family and share information about the child’s day at school with the child’s parent(s).

17. Inform and facilitate parent understanding of child's progress toward meeting developmental objectives determined by the COR and develop individual lesson plans to promote each child's growth and development.
18. Provide home-to-school activities to reinforce the center's lesson plans in the home setting.
19. Work with CARE Team in planning and participating in parent activities.
20. Ensure universal precautions are kept at all times, including washing of hands upon entering classroom, after diapering, toileting, before and after meals, and after contact with bodily fluids.
21. Support the maintenance of classroom and facility, in a safe and sanitary condition by completing daily health and safety checklists of classrooms and playground.
22. Implement health procedures on a daily basis, including following medication administration procedures, tooth brushing, sanitation, and administering First Aid/CPR.
23. Assist with evacuation of children during fire drills, natural disasters, and any other emergencies, which may occur.
24. Set up and maintain a well-organized, safe, and attractive classroom environment conducive to the optimal growth and development of children according to ITERS-R.
25. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
26. Track daily meal counts (breakfast, snack and lunch) and model family style dining during breakfast, lunch and snack, according to Head Start Performance Standards and USDA regulations.
27. Interact and closely supervise children outdoors.
28. Conduct parent-teacher conferences and home-visits with parents and children in the assigned classroom to discuss each child's growth and development.
29. Conduct monthly parent classroom meetings.
30. Attend all staff meetings and professional learning provided by Bright Beginnings.
31. Keep abreast of current knowledge in the field of Early Childhood Education.
32. Maintains confidentiality of children and families at all times.
33. Other duties as assigned.

**Qualifications:**

- Mission and culture alignment;
- Associate's degree in Early Childhood Education or in a related field with 15 credits in Early Childhood Education. At least two years teaching experience;
- Ability to relate positively to young children, parents and staff;
- Strong working knowledge of Early Head Start Program Performance Standards and NAEYC guidelines and regulations;
- Prefer knowledge of High Scope curriculum or other evidenced-based early childhood education curricula;
- Demonstrate success in working as a member of a team;
- Effective and strong communication skills (orally and written);
- Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite;
- Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
- Documentation of Tuberculin-free condition and health screening on an annual basis.

**Physical Demands:**

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

**Employee Acknowledgment:**

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE