

BILINGUAL HEAD TEACHER

NATURE OF WORK

Serves the public with curriculum and lesson planning, teaching children and progress reporting in a Head Start classroom at a particular Head Start site. Works with parents to support child's learning in the home. Supports families social service needs and makes referrals as needed.

DISTINGUISHING FEATURES

Work involves providing a comprehensive, developmentally appropriate early childhood program of curriculum and instruction. Work includes providing a safe and nurturing teaching and classroom environment for the physical, social, emotional, and cognitive development of the children enrolled in the Head Start Program, including children with special needs. Work requires bilingual competency in English and Spanish as needed to perform essential job functions.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative)*

Plans curriculum and lesson plans for 3, 4 and 5-year-old children, including occasional community field trips.

Coordinates a class of pre-school children.

Keeps notes on children's progress in specific areas of child development.

Completes and submits all required Child Observation Records and other reporting forms.

Works cooperatively with Assistant Teacher, Bus Drivers, Program Technicians and volunteers, using a team approach to classroom management. Reports potential problems and concerns to Site Manager as appropriate. Provides direction to Assistant Teacher, Bus Drivers, and volunteers when appropriate.

Encourages children's active learning and individualism through good modeling skills in a developmentally appropriate environment and documents anecdotal/relevant notes.

Maintains child, family and employee confidentiality in a professional manner.

Provides bilingual communication support to children and parents.

Communicates effectively with parents both orally and in writing in English and in Spanish. Completes home visits, conferences, and documentation of both.

Assists families with identifying needs and goals and in accessing available community resources; makes referrals.

Observes for signs of child abuse or neglect and communicates with appropriate Head Start personnel and community agencies, when needed.

Participates in the development and implementation of a personal Professional Development Plan as outlined by the City of Rockford Head Start Program.

Participates in annual program review process.

Identifies children with special learning needs.

Encourages, assists and trains children in personal hygiene activities.

Rides assigned morning and/or afternoon bus to ensure safe transportation and supervision of all children on the bus.

Recruits Head Start eligible children for enrollment into the program.

Develops individual goals for each assigned child and documents observation of child growth and development.

Develops partnership relationships with parents in the Head Start program, encouraging each parent/family to take an active role in the child's educational experiences.

Adheres to all mandates of local, regional, state and federal regulations, as well as, Department and Head Start program policies and procedures.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the general supervision of the Site Manager, who reviews work for the effectiveness of services provided, user satisfaction, and results achieved. May include periodic classroom observation at the discretion of the Site Manager.

SUPERVISION EXERCISED

Directs, provides guidance to, and models behavior for Assistant Teachers, Volunteers, and Classroom Aides engaged in carrying out the various functions and requirements of their respective responsibilities. Day-to-day supervisory responsibilities include overseeing classroom functions, assigning and reviewing work. Notifies Site Manager of problems encountered. An experienced employee may orient new employees on the job and may provide assistance to or answer questions of co-workers.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed primarily in an office and classroom setting, although home visits involve traveling throughout the county. Ability to lift up to 60 pounds occasionally is required. Also, must be able to own and operate a personal vehicle independently.

SUCCESS FACTORS

Knowledge of early childhood development and education techniques.

Knowledge of the educational requirements of the Head Start Program and DCFS regulations.

Knowledge of English and Spanish grammar, punctuation, and vocabulary.

Ability to plan a curriculum and lessons with individual needs of children in mind.

Ability to motivate children to learn.

Ability to train and model positive teaching behaviors and techniques.

Ability to keep notes and statistics and prepare periodic reports.

Ability to communicate both orally and in writing in English and Spanish.

Ability to establish and maintain good working relationships with children, parents and coworkers.

Ability to attend regular and ongoing professional development training in early childhood.

Skill in the operation of a personal computer.

EDUCATION, TRAINING AND EXPERIENCE

BA in Early Childhood or the equivalent and minimum 1 year experience in early childhood education classroom. Demonstrated written and oral linguistic skills in English and Spanish. Experience with low-income people or Head Start is a plus. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license and evidence of vehicle insurance as required by state law.

First Aid, CPR and Food Sanitation Certificates (as needed or directed).

Must meet Illinois DCFS licensing standards.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.