



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



JOB DESCRIPTION

COMPONENT:	<u>HEAD START</u>	GRADE:	<u>6</u>
REPORTS TO:	<u>CENTER COORDINATOR</u>	DATE REVISED:	<u>01/01/05</u>
JOB TITLE:	<u>TEACHER</u>	STATUS:	<u>NON-EXEMPT</u>

Salary Range: \$25,200 to \$37,800

I. INTRODUCTION:

Under occasional supervision, using simple analytical judgment, plans, coordinates, implements and supervises all classroom activities.

II. DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, implements daily lesson plans reflective of the individual, needs of recipients.
2. Supervises and evaluates all classroom activities to insure that the needs of individual recipients are being met.
3. Identifies areas of concern in daily activities and implements necessary changes or activities to provide for a supportive social and emotional climate; maximum development of intellectual skills and adequate promotion of physical growth.
4. Identifies the individual recipients needs by use of appropriate assessment tool observation, parent/teacher conferences, etc.; and designs goals and objectives.
5. Maintains files on each recipient including accurate/complete information, medical records, progress reports, etc. as may be required.
6. Coordinates all educational objectives with supervisor.
7. Conducts at least two (3) home visits per family each operating year.
8. Integrates the activities of all components.
9. Attends all workshops, seminars, pre- and in-service training, etc., as required.
10. Such other duties as are assigned.

III. QUALIFICATIONS:

A. NECESSARY (Entry Requirements):

1. Bachelors Degree in Early Childhood Education or Associate Degree and at least one year experience in working with pre-school children; or at least two (2) years experience in working with pre-school children or child care program or BA in Child Development.
2. Considerable knowledge (at least two years experience) or child behavior and development.
3. Valid South Carolina driver's license and access to own vehicle.
4. Able to attend overnight meetings.
5. Ability to maintain and retrieve files and to visually review.
6. Able to lift 25 pounds.
7. Must be able to pass a SLED/FBI criminal background check and required health screening.

B. DESIRABLE:

1. Bachelor's Degree in Early Childhood Education and three (3) years experience in working with low-income pre-school children in child development center.
2. Basic knowledge of regulations and guidelines governing Head Start Programs.
3. Basic knowledge (at least six months experience) of community action concepts.

IV. MOBILITY:

Upward-----Center Coordinator
Lateral-----Nurse
Downward-----Assistant Teacher