

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Head Start Teacher – Bastrop County, TX

Employer/ Agency: Cen-Tex Family Services, Inc.

Job Description: The Teacher is responsible for supervising and instructing children in activities designed to promote social, physical, and intellectual growth.

ESSENTIAL DUTIES

- All duties are to be performed in accordance with Head Start Standards, TDFPS Minimum Standards, Child and Adult Care Food Program (CACFP) and Cen-Tex Family Services, Inc. policies and procedures.
- Plan and implement children’s individual and group activities to stimulate growth in the areas of language development; literacy; mathematics; creative arts; social and development; and physical development.
- Alternate periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue within the children’s daily activities.
- Ensure that appropriate child-staff ratio is met while delivering services and children are supervised at all times.
- Participate in and assist during meal and snack time following family style meal services and guiding children in clean-up afterwards.
- Maintain a safe and secure learning environment for children in your class both indoors and outdoors during all program hours, reporting any safety concerns to supervisor.
- Ensure accurate records of daily attendance and meal counts are maintained.
- Record observations, assessments and other required documentation for each child’s records within established guidelines.
- Complete Parent Conferences and Home Visits according to agency schedule.
- Promote timely and sufficient communications with center parents, including: their child’s progress in the program; announcements; facility and agency activities; policies; enrollment procedures; and developmental/behavioral concerns.
- Provide information to families, including information supporting the areas of family partnerships, nutrition, child health and community involvement.
- Participate and provide support for Center Parent Meetings, approved parent activities and Staff meetings.
- Provide for the health and safety of children in the center, following procedures for hand-washing, dental hygiene practices, sanitation of toys, and toileting. Provide diapering as required. Disinfect work area surfaces as needed. Instruct children in self-help skills and personal hygiene.
- Provide for the safekeeping of center files, supplies and equipment.

- Participate in professional development to promote and comply with agency goals and objectives and demonstrate application of acquired knowledge while performing duties of position.
- Participate as a cooperative team member with coworkers and supervisor in delivering services to children and families and supporting center operations.
- Work effectively with individuals of diverse educational, socio-economic and cultural backgrounds and those with disabilities and special needs. In working with others problem solving is required to identify issues and create action plans.
- Continue professional growth by participating in classes, training programs, workshops and conferences as needed and as allowed within the agency's budget.
- Report to work at scheduled time and maintain good attendance.
- Perform all duties in a safe, timely and professional manner and participate with a positive attitude and behavior in all program activities.
- Provide a positive image to coworkers and the community supportive of the agency's goals and objectives.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of early childhood education and/or development.
- Knowledge of personal computers; word processing; Internet access; and email usage.
- Ability to work independently as well as with a team.
- Skilled in reading and interpreting documents such as safety rules, operating and maintenance instructions, directions and safety precaution for product usage, and procedure manuals.
- Knowledge in writing routine reports and correspondence.
- Ability to speak effectively before groups of parents or employees of the organization.
- Ability to effectively present and receive information one-on-one or in group situations.
- Ability to use effective listening skills.
- Skilled in establishing rapport with children and families in a supportive and nurturing manner.
- Ability to apply common sense, understanding to carry out written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

SUPERVISORY RESPONSIBILITIES

- Supervise, support and evaluate the job performance of the classroom's Teacher Assistant and Substitute Teacher Assistant
- Communicate related problems, concerns and training needs to Center Director

Qualifications: Associate, including at least 6 college courses in early childhood education* and/or child development*; two (2) or more years' experience teaching, or assistant teaching 3 or 4 year old children in a licensed child care center; CPR and First Aid Certified or possess the ability and willingness to obtain certification.

Hours: 7:00 am – 3:00 pm

Salary: \$14.00 per hour

Send your resume and cover letter to: Cen-Tex Family Services, Inc.

Attn: Surba Gonzales

Fax: (512) 303-6604

E-mail Address: sgonzales@ctfhs.org

Application Method Preferred: email or fax

Opening Date: 11/23/2015

If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity. Thank you.