

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION



Position: Early Teacher
Reports to: Site Supervisor
Location: Monroe or Conecuh County ELA

JOB SUMMARY:

This position serves as a co-teacher for a classroom with a direct focus on children ages 6 weeks -3 years of age.

The co-teacher will work collaboratively with another Teacher(s) to ensure the successful operation of a classroom with a total of 8 children mixed in age from 6 weeks of age to 3 years of age. The co-teacher also works with a team of other classroom teachers and family members to implement the Creative Curriculum to achieve outcomes for children of all abilities. The Early Head Start (EHS) co-teacher is **responsible for communicating effectively with infants, toddlers, their parents and other staff**. The EHS co- teacher properly addresses the developmental needs of infants and toddlers. Demonstrate knowledge of the Head Start Performance Standards policies and procedures.

ESSENTIAL JOB FUNCTIONS:

The Teacher's role encompasses effective practices in the following:

- CLASS™ teacher-child interactions
- Learning environment
- Routines
- Curriculum
- Child assessment
- Meeting all children's needs
- Working with families
- Professional growth and collaboration

QUALIFICATIONS:

- Must be at minimum 19 years of age
- Minimum of an Associate's Degree in Early Childhood Education or related field
- Bilingual in Spanish and English strongly preferred
- Able to lift a child weighing 40 pounds, 20 times a day if needed
- Intermediate computer literacy in email, word processing and internet navigation, Pass all background checks
- Maintain certification in CPR and First Aid

PHYSICAL DEMANDS:

Patient, able to resolve conflicts, gentle, kind, creative, and resourceful. Demonstrate ability to work effectively with people. Possess excellent problem solving, planning, and organizational skills. Detail and multi-task oriented with a strong desire to succeed. Must be able to cope well with stress.

While performing this job, the employee is frequently to sit; stand; stoop; bend; walk; talk; hear; use hands to grip; type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

Signature of Employee

Date

Signature of Witness

Date

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Agency of South Alabama is an EOE

Revised 8/22