

OPPORTUNITIES FOR CHENANGO, INC.

JOB DESCRIPTION

PROGRAM: Child Care Services, Head Start

JOB TITLE: Teacher/Director

RESPONSIBLE TO: Education Coordinator/Assistant HS Director

GRADE LEVEL: B (Exempt)

GENERAL DUTIES:

Responsible to Education Coordinator for seeing that the center operates in accordance with the New York State Day Care Regulations, Head Start Performance Standards and all component plans.

RESPONSIBILITIES:

1. Be familiar and comply with goals, philosophy and policies of Opportunities for Chenango, Inc. Head Start Program.
2. Maintain confidentiality of information regarding children families, staff and program issues in accordance with program policy.
3. Maintain a safe and healthy environment at the center, in transit, and on field trips.
4. Set up a well-planned and attractive classroom with distinct learning areas, work with center staff on individual planning, assessments, screenings, and other necessary preparation for the smooth running of the daily programs.
5. Coordinate and supervise overall daily program for children, staff, families and volunteers, including orientation, training and evaluations.
6. Maintain on-going contact with all enrolled families through home visits, parent center visits, and parent/teacher conferences.
7. Establish and maintain a working relationship with individuals involved with the center facilities and the community, in general, including the public school.
8. Complete all required documentation.

9. Be responsible for all expenditures of program funds available for center use.
10. Be familiar with and utilize all relevant program, county and community resources.
11. Be available to attend meetings, trainings, workshops, as required by component supervisor, to improve overall job performance.
12. Be available to drive agency vehicles as necessary and able to be reached at home by phone.
13. Perform other job-related duties as necessary or assigned by supervisor(s).

JOB QUALIFICATIONS:

1. 12 college credits in Early Childhood Education and CDA Credential with experience working in a preschool program (2 years), or,
A.A. Degree in Nursery Education with experience working in a preschool program (2 years), or,
B.S. Degree in Early Childhood Education or related field with experience working in a preschool program (2 years).
2. A valid New York State Driver's license.
3. Two years supervisory experience preferred.
4. A home phone required.