

# Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: Head Start Lead Teacher  
REPORTS TO: Manager on Point

WORKSITE: Assigned Site

CLASSIFICATION: VII

*Wage Range: \$12.73/ hour to \$18.56/ hour*

*Annualize P/T Salary: \$13,270 - \$19,302*

*Annualized F/T Salary: \$26,540 - \$38,604*

## SUMMARY OBJECTIVE:

The Teacher is responsible for the day-to-day supervision of all classroom staff and development and implementation of educational activities to insure compliance with Head Start Performance and DCFS Licensing Standards.

## RESPONSIBILITIES:

### A. Program Structure:

1. Plan developmentally appropriate education experiences in accordance with Illinois Early Learning Standards, Head Start Performance Standards and DCFS Licensing Standards.
2. Interact with children in a developmentally appropriate manner using positive discipline techniques.
3. Implement the Creative Curriculum in all aspects of the classroom.
4. Work cooperatively to develop all lesson plans.
5. Conduct required educational screenings and assessments.
6. Complete two home visits and two parent-teacher conferences with each enrolled family.
7. Maintain inventory of classroom supplies and equipment and prepare supply requisitions.

### B. Supervisory:

1. Ensure staff members attend Individual Education Plan, Individual Services Plan, Behavior Plan and other parent conferences.
2. Ensure preparation of meals and snacks and implement family style meal service.
3. Maintain accurate, confidential, up-to-date staff and children's files.
4. Ensure that all persons interact appropriately with the children.

### C. Other:

1. Maintain confidentiality of all information regarding children, families and staff.
2. Attend all staff meetings, trainings, workshops and conferences in accordance with Head Start Performance Standards.
3. Document at least 15 hours of in-service training annually in accordance with DCFS Licensing Standards.
4. Perform job duties as per timeline.
5. Assist in recruitment of children as specified by Recruitment Process.
6. Support School Readiness and the Parent, Family and Community Engagement process to ensure participation of children and families, as directed
7. Perform other duties and assist in other service areas.

## KEY COMPETENCIES:

1. Excellent written and oral communication skills
2. High degree of professionalism
3. Collaboration and Problem-Solving Skills
4. Ability to read, analyze, interpret and apply Program standards
5. Excellent organizational and time management skills
6. Resourceful and able to obtain information regarding agency and community resources
7. Excellent interpersonal skills

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### 8. Technical Capacity

### QUALIFICATIONS:

1. **Must have at minimum** Child Development Associate Credential, and have been trained (or have equivalent coursework) in early childhood development in accordance with Section 645A(h)(1) of the Head Start Act. DCFS qualifications for Child Care Director is desired.
2. Successfully complete fingerprint and background check as required by 89 ILL. Adm. Code 385, Background Checks (Section 407.110)
3. Must be at least 21 years of age.
4. Must successfully complete CPR, First Aid and any other certification deemed necessary for the operation of the site.
5. Must be physically able to lift 50 pounds and assist children as needed.
6. Experience with Microsoft Applications including SharePoint or similar collaboration software application
7. A valid Illinois driver's license, insurance and reliable transportation.

### Key Performance Indicators:

Key Performance Indicator	Measure	What does Good Look Like?
Maintain child daily attendance	Monthly attendance report	85% classroom attendance 80% individual child attendance
Maintain healthy enrollment pool	Enrollment reports	45% capacity at 1 <sup>st</sup> selection 75% capacity at 2 <sup>nd</sup> selection 95% capacity at 3 <sup>rd</sup> selection
Working Knowledge of compliance and performance standards to include child records	Audit/Monitoring reports	No significant programmatic or fiscal findings

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

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Employee Signature

\_\_\_\_\_  
Date