

COMBINATION OPTION TEACHER

The Combination Option Teacher is a non-exempt, full-time, 10-12 month position and is directly responsible to the Combination Option Supervisor.

The Combination Option Teacher works directly with families and children in their home providing early childhood education, adult education, and advocacy. The Combination Option Teacher conducts weekly classroom experiences for the students.

DUTIES AND RESPONSIBILITIES (include, but are not limited to):

1. Work one-on-one with families and children on a scheduled basis in their homes for a minimum of 1½ hours. Assist parents in developing home visit plans based on each child's assessment and identified family needs.
2. Maintain child and family records and ensure the confidentiality of all records.
3. Assist families in identifying their own family resources and needs, and promote the family's achievement of self-sufficiency.
4. Act as an advocate and liaison between families and community resources to utilize available resources to their fullest advantage.
5. Assist families in arranging medical and dental appointments and any needed follow-up services. Provide transportation to these appointments on an as needed basis.
6. Plan nutrition activities per month either in the classroom or during the home visits.
7. Assist in the maintenance of the safety and health conditions in the classrooms.
8. Plan and implement all classroom activities and individualized plans with maximum involvement of the parents.
9. Provide activities and experiences for children in accordance with the program curriculum and Head Start Performance Standards.
10. Set behavioral limits and clearly define them to children and adults. Help children stay within their limits in a way that enhances their feelings about themselves and develops internal controls.
11. Carry out anti-bias curriculum approach on a daily basis.
12. Make safe and appropriate arrangements for field trips.
13. Welcome and encourage parents to the center at all times.
14. Involve each child's parent in developing and implementing the Individualized Education Plan (IEP) and make home visits to each family to discuss the child's IEP and developmental progress as stated by the Federal Regulations. Maintain IEP Checklist monthly.

15. Conduct Denver or Dial-3 screening on each child within 45 days of their first day of class.
16. Maintain anecdotal classroom records for each child monthly and prepare developmental summaries of each child at year-end.
17. Assist in the development and implementation of In-Service Training Plans.
18. Assist in completing the Annual Program Review.
19. Timely record keeping including monthly reports and all other reports as assigned.
20. Attend and participate in meetings and trainings at the request of the Combination Option Supervisor or the Education Coordinator, including evening and out-of-town travel.
21. All other duties and responsibilities as requested by the Combination Option Supervisor, the Education Coordinator and/or the Head Start Director in their absence.

QUALIFICATIONS:

The Combination Option Teacher must have the following minimum qualifications:

1. Bachelors Degree in Early Childhood Education from an accredited college.
2. Ability to recognize and understand the causes of poverty.
3. Ability to plan and implement learning experiences that advance the cognitive and physical development of children, establish and maintain a safe, healthy learning environment for children, support the social and emotional development of children, encourage family involvement, and support the development of positive relationships between children and their families.
5. Ability to establish rapport with children and parents, and to adapt to a variety of situations.
6. Ability to relate to all socio-economical segments of the community and work well with both professional and non-professional individuals.
7. Ability to lift up to and including 50 pounds.
8. Must have reliable transportation and a clean and valid NYS Driver's License.

CLASSIFICATION:

Non-Exempt