

EAST MISSOURI ACTION AGENCY, INC.  
"A Community Action Agency"  
403 Parkway Dr., PO Box 308  
Park Hills, Missouri 63601  
"An Equal Opportunity/Affirmative Action Employer"

POSITION DESCRIPTION

1. Job Title: Teacher
2. Grade Level: IV
3. FLSA Status: Non-Exempt
4. Supervisor's Position: Directly Supervised: Site Manager  
Indirectly Supervised: Area Coordinator
5. Supervised Positions: None
6. Position Summary: This position is responsible for providing overall classroom management. This includes assessment and planning to meet the needs of individual children, communicating effectively with parents implementing EMMA Head Start work service plans. This position requires working closely as a team with all center staff to ensure a well-run program which meets the needs of children.
7. SPECIFIC RESPONSIBILITIES:
  - A Follows the Creative Curriculum framework to enhance interest areas, establish the daily schedule and engage in weekly planning.
  - B. Works with other staff to maintain a safe, healthy learning environment including dental and personal hygiene and center cleanliness.
  - C. Supports children's social and emotional development and provides positive guidance including children with disabilities.
  - D. Establishes positive and productive relationships with families through daily interactions, phone calls, notes, two (2) parent/teacher conferences, newsletters and two (2) education home visits.
  - E. Ensures a well-run, purposeful program responsive to participant needs which includes working as a member of the team with assistant teachers, completing paperwork in a timely and accurate manner-following the timeline.
  - F. Meets the individual needs of children through 1) screening children with the DIAL-3, Social-Emotional Screen and obtaining height and weight within the first 45 days of enrollment, 2) assessing each child's development utilizing the Creative Curriculum Developmental

Continuum outcomes at least three times/year, 3) completing family/child staffings with the family advocate at least four time/year and 4) planning the environment and activities, including the United Way Framework inputs and activities, to support each child's development, including those with IEP goals and objectives.

- G. Maintains a commitment to professionalism including confidentiality of information on children and families participating in Head Start
- H. Adheres to Head Start Performance Standards through carrying out the EMMA Head Start 101 strategies and attending trainings to increase knowledge about expectations.
- H. Recruits families following current recruiting procedures.
- K. Performs other functions made necessary by program needs and requirements.

8. TRAINING, EXPERIENCE AND SKILLS REQUIRED (QUALIFICATIONS)

- A. Minimum age 18.
- B. Must have a high school diploma or GED
- C. Must possess a minimum of a CDA and work to achieve an Associate in Early Childhood Education within three (3) years of employment.
- D. Must have experience in pre-school or Early Childhood Educations.
- E. Must have a valid driver's license, proof of insurance and a reliable automobile.
- F. Must be able to lift up to 25 pounds easily and work in moderate to loud levels.
- G. Must possess good written and oral communication skills.
- H. Must pass an annual physical and a TB test.
- I. Must attend trainings as required by the Federal or State Government and local Head Start policies.
- J. Must maintain good attendance.

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Employee's Signature

\_\_\_\_\_  
Date

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Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

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Date