



**Rural Alaska Community Action Program, Inc.**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Teacher	<b>Class:</b>	Non-Exempt
<b>Department:</b>	Head Start - Anchorage	<b>Range:</b>	10
<b>Division:</b>	Child Development	<b>Supervisor:</b>	Site Supervisor

**JOB SUMMARY:** Provides the planning and implementation of the Head Start classroom activities. Integrates all Head Start components into the educational curriculum and for home visits.

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*This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions (please refer to the Human Resources Department for any reasonable accommodations.)*

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

1. Ensures compliance with all applicable federal and state regulations, Child & Adult Care Food Program guidelines, to include traditional foods guidelines, Federal and state regulations, Head Start Performance Standards, agency and Child Development Division Head Start/Early Head Start Policies and Procedures and the Head Start Work Plan.
2. Establishes partnerships with parents that are respectful, culturally sensitive, and nonjudgmental.
3. Conducts parent-teacher conferences and home visits with parents and ensures families' strengths and needs are addressed.
4. Teaches one class of center-based program, in partnership with the Teacher Director.
5. Responsible for daily lesson planning and establishing a safe, healthy, nurturing environment for children.
6. Ensures appropriate documentation of program operations for class assigned including conducting and entering ongoing observations of children, assessing children's developmental levels, and utilizing the results in the planning process through the designated assessment system.
7. Supports community partnerships for the support of families and children.

8. Participates in weekly staff meetings, regular supervisory meetings and all required training.

**OTHER RESPONSIBILITIES:**

1. Assists kitchen and janitorial staff as requested by supervisor and as work schedule permits.
2. Performs other duties as assigned.

**COMPETENCIES, SKILLS, AND ABILITIES:**

1. In collaboration with the Teacher Director, provides a leadership role for planning and implementation of age and culturally appropriate activities and supervision of an assigned group of children that promotes their social and emotional development.
2. Participates in active supervision strategies of positioning oneself to observe all children; watching, counting, and listening at all times, and using ones knowledge of each child's development and abilities to anticipate their actions and gets involved to give appropriate redirection when necessary.
3. Maintains classroom in accordance with all applicable health and safety regulations and standards.
4. Identifies the educational needs of children through observation and develops individual education plans (IEP's) as required.
5. Provides guidance and support to lower range staff to ensure adherence to quality standards, deadlines, and proper procedures.
6. Provides full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate.
7. Speaks clearly and communicates information and ideas effectively so others will understand.
8. Ability to monitor and assess performance of oneself and others to make improvements or take corrective action.
9. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
10. Ability to negotiate to bring others together to try to reconcile differences.
11. Ability to read, comprehend, and follow established policies and procedures.
12. Ability to manage work time well, prioritize and meet deadlines.
13. Ability to exercise good judgement, courtesy and tact.
14. Ability to establish a good rapport with people of diverse cultures and belief systems.
15. Demonstrated ability to work effectively in a team environment.
16. Must demonstrate sound judgment, professional boundaries, ethics, and ability to maintain confidentiality.

**WORK ENVIRONMENT/JOB CONDITIONS:**

1. Agency is a mandated tobacco, drug and alcohol free workplace.
2. Develops and maintains constructive and cooperative working relationships with children, families, staff, and others.

3. Uses computers and computer programs effectively to enter data, create spreadsheets and process information, and, develop documents, program and training materials.
4. Develops specific goals and plans to prioritize, organize, and accomplish work.
5. Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures.
6. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 40 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
2. Occasionally performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.
3. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.
4. Position may entail exposure to wide range of children's illnesses.
5. Ability to respond quickly to children's needs and emergency situations.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. or hours vary with location. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL:**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:**

1. Must be at least 18 years of age.
2. Must pass Municipality of Anchorage, state and federal background checks, including fingerprints.
3. Must have at least one of the following qualifications: An associate, baccalaureate, or advanced degree in a field related to early childhood education or an associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or a baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children.

4. Teachers not holding a degree in Early Childhood Education must hold a current preschool Child Development Association (CDA) AND complete an Associate and/or Bachelor's degree, according to a prescribed timeline.
5. Must pursue an ongoing professional development plan including formal training certification or college degree as recommended by the program.
6. Must attend 24 hours of professional development training annually.
7. Must provide a TB screening and basic physical exam within thirty (30) days of hire with follow-up every three (3) years at employee's expense.
8. Must complete and maintain Pediatric CPR and First Aid Training certification at employer's expense.
9. Must complete a new employee orientation within three months from date of hire.
10. Must complete the State of Alaska Health and Safety requirements within three months from date of hire.
11. Responsible work ethic with reliable attendance.
12. Proven ability and willingness to be self-directed in problem solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.
13. Demonstrated intermediate level of computer skills necessary in order to use and create documents and reports, spreadsheets, workshop materials and slide presentations, and to enter data into intricate database programs and proficient use of Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.
14. Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.
15. Must be able to provide own transportation to meet work schedule requirements.

**PREFERRED EDUCATION AND EXPERIENCE:**

1. BA degree in Early Childhood Education or related field plus previous experience as a lead teacher of children 3-5 years old.
  2. Fluency in English and native language of community.
  3. Knowledge of child development from prenatal to five years of age.
  4. Knowledge of parenting and related issues.
  5. Head Start/Early Head Start Experience.
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**EQUAL OPPORTUNITY STATEMENT (EEO)**

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V/SO.

Please note: This job description is not designed to cover or contain comprehensive listing of all 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. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

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Employee’s signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. RurAL CAP is an “at-will employer.”

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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**Created By:**  
Human Resources

**Approved By:**  
Department Manager: \_\_\_\_\_  
Division Director: \_\_\_\_\_  
Human Resources Director: \_\_\_\_\_  
Chief Executive Officer: \_\_\_\_\_

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**FOR HR AND PAYROLL ONLY**

<u>Work Comp</u>	<u>DOL Class</u>	<u>ESC Code</u>	<u>EEO Class</u>	<u>Area</u>
8869	Non-Exempt	25-2011	ASW	Varies