

# Five Sandoval Indian Pueblos, Inc. Position Classification and Description



**POSITION TITLE:** Lead Teacher  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Head Start Program  
**SUPERVISOR:** Head Start Administrator/Director  
**GRADE:** NE-6

## **Mission**

Five Sandoval Indian Pueblos, Inc. Early Learning Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

## **Position Summary**

Provide and coordinate education services to all children enrolled in Head Start including special needs children. Teacher responsibilities include: Developing classroom environment, writing DAP lesson plans and scheduling and carrying out home visits. Assure classroom is safe, welcoming and functional. Must work cohesively with parents and inform any concerns appropriately. Teachers assist the Education Coordinator in ensuring all Performance Standards within the Education Component are met and comply with Five Sandoval Indian Pueblo, Inc. Policies and Procedures.

## **Essential Duties and Responsibilities**

- Responsible for assigned classes of children and number of designated home visits and parent conferences allotted per child, per year.
- Plans and evaluates daily classroom activities that are developmentally appropriate, responds to the goals set for individual children, and reflect the diversity and culture of the class.
- Responsible for ensuring that classroom and curriculum meet program standards and, specifically selected program
- Responsible for assessment and any necessary referral of all children in their assigned class to include: Developmental Screenings/Assessments; referral of children with suspected disabilities or other special needs, as appropriate; Individual Goal Plan (IGP forms) in partnership with parents; Heights and weights two times per year.
- Attend and participate in IEP meetings as scheduled.
- Assessments three times per year.
- Consults with Coordinators and Director and makes referrals as needed.
- Works collaboratively with Specialists and Parents to ensure children with disabilities and special needs receive all the services recommended.
- Works cooperatively with Specialists in the classroom; assists in coordinating classroom activities with the Specialist's requirements.
- Ensures a safe environment for children and provides continuous supervision for all children.
- Working with the other site Education staff, creates developmentally appropriate environment within the classroom.
- Consistently follows all aspects of the Procedures for Bus Safety Protocols.
- Responsible for keeping classrooms, storage areas, and office space neat and clutter-free.
- Ensures the class is supplied with all needed materials and supplies.
- Maintains CLASS scores at or above the expected thresholds.
- Utilizes all curriculums in classroom practices.
- Demonstrate computer skills necessary to enter child behavior observations to be used for individualization and online assessment completions.

- Maintains complete and accurate child files, forms and reports within allotted timelines to document and track the needs of children and services provided.
- Includes the Assistant Teacher(s) and parent volunteers in the classroom planning process.
- Demonstrates effective ways to guide young children through modeling in the classroom.
- Takes a lead role in planning content development of monthly family nights.
- Responsible for attendance and participation with the other center staff during monthly family nights.
- Completes monthly newsletter article for families.
- Drives the school bus for morning pick-up, afternoon drop-off and field trips. See Teacher Job Description Bus Driver Addendum

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
- Project a professional work image, both in dress and manner.
- Be familiar with, and adhere to, position-related policies and procedures as well as the program's overarching objectives.
- Follow Agency policy/procedures for reporting and documenting suspected child abuse and/or neglect.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze, and interpret ChildPlus reports, periodicals, professional journals, technical procedures, and government regulations in fields relevant to position;
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings;
- Ability to work as a positive team member;
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher;
- Knowledge of child development, adult learning and classroom facilitation and learning;

### **Education**

*Current teachers must have:*

- Baccalaureate or advanced degree in early childhood education (ECE) or a bachelors or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

AND

- Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.
- A New Hire can be enrolled in a college/university program leading to baccalaureate degree advanced degree in ECE or an associate's degree in ECE

- **Training and Experience**

- *Minimum*

- Two years relevant experience in services to young children
- Knowledge of Head Start program preferred.

**Abilities**

- Ability to work effectively with low-income families.
- Ability to function effectively in cross cultural situations.
- Ability to use a positive approach in directing and redirecting child behavior.
- Ability to take a leadership role in the classroom.
- Ability to work cooperatively as a member of a team.
- Obtain and hold current food handler's card.
- Computer data entry skills.
- Possess and maintain a valid driver's license and insured vehicle available for use on the job.
- Possess and maintain compliance with State of New Mexico Criminal History Registry.
- Possess and maintain current First Aid/CPR certification.

**EMPLOYMENT REQUIREMENTS:**

- Provide TB screening clearance upon hire, and annually thereafter at employee's expense.
- Provide a basic physical within thirty (30) days of hire and as required thereafter at employee's expense.
- Must pass state and federal criminal records background check for convictions of violence or moral turpitude as defined by New Mexico Childcare Licensing Code at the employer's expense.
- Must have current adult/pediatric CPR and First Aide training upon hire and renewed as required at employee's expense.
- Able to provide own reliable transportation to meet work schedule and job duties and responsibilities.
- Successful experience working in a team setting;
- Ability to present a positive image of the organization to members of the community;
- Ability to work with the Teacher Aide to plan, organize and implement position responsibilities effectively, providing input;
- Visual and auditory acuity within professionally determined normal ranges, with correction if need;
- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder;
- Must be able to travel;
- Must be able to enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions;
- Must be able to lift 55 pounds; and
- Experience successfully working with a culturally diverse staff and clients.

**Working Conditions:**

- Possible exposure to blood and bodily fluids or tissues;
- Possible exposure to communicable diseases;
- Job requires standing for long periods of time, as well as stooping, squatting, and running; and
- A moderate amount of driving is required.

**Lead Teacher Job Description Bus Driver Addendum**

*In addition to the responsibilities listed above, the teacher will provide safe bus transportation for Head Start children and their parents.*

**Essential Responsibilities:**

- Follow all rules, regulations and responsibilities set forth by the New Mexico Department of Education-Pupil Transportation. \*see New Mexico Pupil Transportation Manual
- Develop and maintain regular, functional bus routes. Ensure that there is an updated route in the bus and at the center at all times
- Ensure that all child restraints are properly installed in bus and that the proper child safety seat is used for each child
- Perform pre-trip and post-trip bus inspections before and after each route with assistance from Bus Monitor
- Ensure that bus is attended at all times by driver, staff, or parent when children are present
- Demonstrate positive guidance techniques with children
- Report all accidents and mechanical problems and all incidents to Head Start Director.
- When maintenance is required you must have prior approval from Head Start Director
- Maintain assigned bus by keeping it clean, fueled, and equipped for emergencies
- Ensure each child riding the bus has a Bus Policy, Emergency Card and Parent release form on the bus at all times
- Communicate with Child and Family Services Coordinator after each route regarding any issues or concerns that arise regarding a child
- Maintain a variety of records and reports and submit monthly to supervisor
- Conduct an evacuation drill for each class monthly
- Ensure that every attempt is made to pick up children and that an authorized person is present when children are delivered home or to child care provider
- Be responsible for a cellular phone and fuel card
- Apply safe practices in the performance of duties
- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace
- Ability to keep accurate records
- Ensure agency equipment and property are maintained, secured, and used in a safe and respectful manner.

**Signature Page**

\_\_\_\_\_  
Head Start Director/Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policy Council Chair Signature

\_\_\_\_\_  
Date

**Special Comments:**

This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications.

Rev 9 2019