



2177 Asheville Rd.
Waynesville, NC 28786
828-452-1447

154B Medical Park Loop
Sylva, NC 28779
828-586-2345

JOB DESCRIPTION

Effective Date: 4/17/2014 Revision Date: 10/9/2024

Name: _____

Job Title: Early Head Start Teacher

Department: Head Start/Early Head Start

Supervisor: Center Supervisor

FSLA Status: Non-Exempt

Position Status: **Full Time/Part Time**

Position Summary: (Primary Function)

To direct and implement all educational and developmental aspects of the Head Start Program in the classroom. Responsible to the Center Supervisor for implementation of the Head Start Performance Standards and North Carolina Child Care regulations pertaining to the operation of the assigned classroom.

(Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

- Has lead responsibility for the primary care of four children in the classroom. Ratios are 1-4.
- Possesses knowledge of Head Start Performance Standards to ensure the delivery of quality services.
- Demonstrates respect for each child's background by incorporating the cultural, linguistic, familial values of each child and family.
- Encourage and achieve parent participation in center-based program and activities.
- Implements Creative Curriculum for Infants/Toddlers with fidelity.
- Develops and utilizes daily lesson plans with co-teacher, across all domains that is developmentally appropriate for all children enrolled.
- Establish, maintain, and document a record keeping system for compliance for all CACFP regulations
- Monitor and reconcile expenditures for food services and non-food supplies within the Head Start and Early Head Start program
- Provides a respectful and inviting learning environment for children and families.
- Adapts the curriculum to address and meet individual goals for children as well as children identified with special needs.
- Documentation of Teaching Strategies Gold will be ongoing throughout the year.
- Maintains accurate and up-to-date records, including assessments, parent contacts, attendance, CACFP, and In-Kind.
- Conducts two parent-teacher conferences and two home visits to share information with parents regarding their child.
- Responsible for maintaining a clean and sanitized environment.
- Promotes good health practices and contributes to the prevention of illnesses.
- Promotes good eating habits using family style dining and sitting with children during meals.
- Implements CACFP rules and regulations and maintain accurate records, including point of meal service.

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- Keeps accurate records of children's records and files according to the Child File Checklist.
- Participates in ongoing staff development opportunities provided by the organization.
- Adheres to Mountain Projects Inc. policies and procedures including cell phone usage.
- Plays a supplemental role in motivation and assisting parents in any way, including volunteerism.
- Actively recruits children for the preschool and infant/toddler programs.
- Report to managers immediately any suspicion of waste, fraud, abuse of any agency program property, supplies, etc.
- Any other job-related assignments that may be required or deemed advisable by the supervisor.
- Comply with all Mountain Projects and Head Start policies and procedures.

1. Qualifications:

- Minimum: Infant/Toddler Certification
- Preferred: Two-year degree from an accredited community college in Early Childhood.

2. Knowledge, Skills, and Abilities:

- Must be very detailed-oriented with the ability to prioritize tasks, organize daily activity and be able to multi-task projects/tasks.
- Must be flexible and able to adapt to changing needs, multiple task demands, and work structures.
- Ability to read and comprehend instructions, short correspondence, emails, and memos.

3. Performance/Success Factors:

- Complete daily in/out times for children
- Document children's development progress using Teaching Strategies Gold online assessment system
- Complete 2 home visits and 2 parent-teacher conferences
- Maintain accurate attendance records on children
- Adheres to Mountain Projects, Inc. policies and procedures including cell phone usage in the classrooms.
- Participates in ongoing in-service and educational development opportunities provided by the agency.
- Record point of meal services during each mealtime
- Report to managers immediately any suspicion of waste, fraud, abuse of any agency program property, supplies, etc.
- Any job-related assignments that may be required or deemed advisable by supervisor.
- Be punctual to work and other related functions.
- Perform well in a team environment.
- Complete work in a timely, accurate, and thorough manner.
- Ability to prioritize daily tasks and events.
- Perform routine duties with minimal supervision.
- Strive for excellence in all tasks and duties and foster an attitude of "exceeding guest expectations."
- Able to work independently but operate within company policy guidelines using independent judgment.

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4. Working Conditions:

- Light to moderate physical activity performing non-strenuous administrative work.
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation with quiet to moderate noise.
- Physical demands: able to lift up to 25 pounds, manual dexterity sufficient to reach/handle items.
- Works with fingers and perceives attributes of objects and materials.
- Climb, balance, stoop, kneel; frequently move about, able to stand, walk, and sit for extended periods.
- At times, be outdoors in all weather conditions.
- Vision: must be able to see close, have good vision to perform daily duties.

Equal Opportunity Employer

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliations; National Guard or veteran status, consistent applicable federal, state, and local laws, and regulation.

Direct Supervisor: _____

Employee Signature

Date