



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Teacher is responsible for providing a positive and developmentally appropriate environment for children, focusing on their growth and development.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

8 a.m. to 4 p.m.

#### LOCATION

Head Start

#### REPORTS TO

Head Start Supervisor

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

#### WORK ENVIRONMENT

Frequent interactions with personnel across all departments of Parish Government.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to teach preschool students, manage the classroom, track progress of students, engage with families, and maintain safety and compliance with Head Start Performance Standards.

The teacher will collaborate with the assistant teacher and supervisor to ensure a high standard of care and education.

### JOB DUTIES

- Teach and interact with children in a safe and positive environment, ensuring developmentally appropriate activities are implemented.
- Complete lesson plans and submit them to the supervisor each week, reflecting on the activities to improve learning outcomes.
- Plan, maintain, and update room arrangements according to the themes of the lesson plan for optimal space utilization.
- Train and supervise the Assistant Teacher that is assigned to the classroom.
- Maintain daily logs by documenting events, activities, and child progress.
- Complete and input anecdotal notes into teaching strategies and track child development. Ensure that each child has at least one anecdotal note per week.
- Complete small group activities with children, promoting their engagement and development.
- Review and update child plans in TSG, ensuring alignment with school readiness goals, and make adjustments as necessary.
- Ensure children and staff are signed in and out daily, maintaining accurate attendance records.
- Conduct daily visual checks of the outside area for safety and security in both the morning and afternoon.
- Conduct health checks on each child every morning upon arrival, documenting any concerns.
- Complete initial and final home visits with families, documenting and sharing the results with the supervisor.
- Update and review family goal-setting documents with parents, logging progress in Family Contact.
- Conduct parent-teacher conferences each quarter and complete documentation of discussions.
- Prepare materials for the next day in the afternoon to ensure readiness for the next session.
- Contact parents when children are absent to document the reason and log the information in the Family Contact system.
- Monitor the use, care, and sanitization of classroom equipment, ensuring that toys, materials, and surfaces are cleaned daily.
- Assist children with tooth brushing after one meal per day and sanitize toothbrushes after each use.
- Supervise and assist children with family-style meals, encouraging positive eating habits and social interaction.

## JOB DUTIES CONTINUED

- Ensure gates are unlocked in the morning and securely relocked in the afternoon for safety.
- Secure the building by locking all doors when leaving at the end of the day.
- Send out Ready Rosie home activities daily to encourage learning outside of class.
- Copy and submit provider sign-in sheets to the office for the disability specialist each month.
- Maintain medication logs and submit to the health specialist monthly.
- Prepare and distribute a monthly newsletter calendar with key events and updates for families.
- Complete CREL updates and submit them to the supervisor monthly.
- Hold monthly meetings with teachers and submit a report of the meeting to the supervisor by the last Wednesday of the month.
- Complete one-on-one meetings with the supervisor for performance reviews and professional development.
- Complete checkpoints in TSG for each child to monitor progress towards developmental goals.
- Measure and record height and weight for each child and submit to the food service worker.
- Complete Brigance screenings for all children and submit to the supervisor.
- Open up the classroom for the new school year, ensuring all materials are ready. Clean and close up the classroom at the end of the year, preparing it for the new school year.
- Complete required training for licensing, ensuring all certifications are up to date.
- Uphold and step in as the director's designee when the supervisor is unavailable.
- Complete and submit accident/incident reports as needed.
- Submit work orders as needed for classroom maintenance and repair.
- Complete fire drills and document results, submitting reports to the supervisor monthly.
- Complete tornado drills in March, April, May, and June; and evacuation drills in October, December, February, and March.
- File paperwork immediately as needed to ensure compliance with program requirements.
- Perform any additional task as required by the director.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to guide and motivate children and staff, ensuring a positive learning environment and effective team collaboration.
- **Time Management:** Capacity to prioritize tasks, adhere to schedules, and complete lesson plans, activities, and assessments within set deadlines.
- **Analytical Skills:** Ability to assess children's developmental progress, identify needs, and adjust lesson plans or teaching strategies accordingly.
- **Communication Skills:** Strong communication skills needed to clearly and effectively communicate with children, parents, and colleagues both verbally and in writing.
- **Organizational Skills:** Ability to maintain a structured classroom environment, manage resources, and keep accurate records of children's progress, attendance, and assessments.
- **Technical Skills:** Proficiency in using office equipment and software (such as computers, copy machines, and teaching tools) to support teaching and administrative tasks.
- **Qualifications:**
  - Two-year associate degree or higher in early childhood, child development, or preschool education required.
  - Two (2) years of experience with preschool children and/or a closely related field.

