Regional Economic Community Action Program, Inc.
40 Smith Street · Middletown, NY 10940
(845) 342-3978 · www.recap.org

JOB DESCRIPTION

**Applications accepted on a rolling basis**

**POSITION:** HEAD START TEACHER  
**SALARY:** TBD  
**TERMS OF EMPLOYMENT:** Fulltime at 34.5 hours per week, nonexempt, at will  
**SCHEDULE:** Monday-Friday, hours TBD  
**LOCATION:** Head Start schools in Middletown, Scotchtown or Port Jervis  
**ISSUED:** 5/2018 (Applications accepted on a rolling basis)

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**JOB SUMMARY**
RECAP/Western Orange County Head Start is a federally-funded program for preschool children from low-income families which prepares children for success in school through a comprehensive family program.

This position serves as the lead teacher in a classroom of 12-20 Head Start children ages and responsibilities include planning, program implementation, family partnerships, communication and service coordination, record keeping and recording, ongoing monitoring and self-assessment, supervision and human resources. Position reports to Education Manager.

**QUALIFICATIONS**
**REQUIRED:** Associates degree (or higher) in Early Childhood Education, experience with preschool children.

**PREFERRED:** Bachelors degree in Early Childhood Education. New York State Teacher Certification B-2. Nurturing and flexible. Bilingual English/Spanish. Experience teaching children ages 3-5. Must pass physical examination, background check, and fingerprints screen. Able to lift a child weighing 40 pounds, able to lift as many as 20 children in a day if needed. Basic computer literacy in email, word processing and internet navigation. Maintain certification in CPR and First Aid if required. Bilingual English/Spanish a plus. Valid clean driver license.

**RESPONSIBILITIES**

*Planning*
Ensure written curriculum includes: goals for children’s development and learning, the experiences through which children will achieve these goals; what staff and parents can do to help children achieve these goals; the materials needed to support the implementation of the curriculum towards achieving the stated goals. Responsible for preparation of weekly lesson plans. Post them for parents, volunteers
and visitors in the classroom (while maintaining confidentiality). Develop an individual plan for each child including goal setting based on identified needs and prescriptions for objectives and activities to meet established child outcomes.

**Program Implementation**
Follow program curriculum providing developmentally and linguistically appropriate experiences appropriate to age, language and culture of children served. Implement active learning experiences advancing the intellectual and emotional competence of children. Provide a print rich environment in which children develop literacy, numeracy and social skills using increasingly complex language and problem solving abilities. Provide positive guidance and discipline supporting children as they acquire readiness skills for kindergarten and beyond. Implement lesson plans in response to children’s needs and interests incorporating observations, anecdotal record keeping, knowledge of early childhood development and the experiences that enable children to progress through the steps that lead to their goals. Integrate Individual Education Plans (IEPs) for children with disabilities. Provide children with a consistent classroom routine. Provide supervision and ensure the safety and security of children at all times in accordance with Head Start and day care licensing requirements. Supervise and eat nutritionally prepared meals with the children as a curriculum activity, to model good nutrition and proper social skills. Supervise all classroom field trips and outdoor activities. Understand regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination. Ride bus as needed where transportation is provided.

**Family Partnerships**
Invite parent involvement in the development of program’s curriculum and approach to child development and education. Provide opportunities for parents to increase their child observation skills and to share assessments with staff that help plan the learning experiences. Encourage parent participation in staff-parent conferences and home visits discussing their child’s development and education. Establish positive and productive relationships with families focusing on a relationship of trust and rapport. Work with assistant teacher to schedule and complete two home visits per year and at least three parent-teacher conferences per year. Participate in parent orientation and ongoing parent trainings. Identify and refer parents wanting to volunteer in the classroom, work as substitutes or in other volunteer activities to education director.

**Communication and Service Coordination**
Share pertinent information with Family Advocate ensuring coordinated services to meet the needs of individual children and families. Participate in case conferences as appropriate. Maintain regular contact with parents and complete appropriate documentation. Write classroom update every week for parents and provide center news for the program newsletter as requested. Direct developmental concerns to appropriate specialist.

**Record Keeping and Recording**
Request supplies as needed and participate in classroom/program inventory as requested. Gather and maintain individual, family and classroom data for documentation, on-going assessment, evaluation and record keeping for successful individual and program planning. Understand, generate and document in-kind and other allowable costs applied toward the non-federal share requirement.

**Ongoing Monitoring and Self-Assessment**
Conduct daily health checks. Assess children on an on-going basis. Gather and organize anecdotal notes into the outcomes framework 8 domains and document in the child observation record tool in
CreativeCurriculum.net, Analyze child outcomes on classroom basis three times yearly, consult with Education/Special Needs Manager and make adjustments to curriculum planning and implementation as needed.

**Supervision and Human Resources**

Make daily job assignments within the classroom, provide instruction in performing job duties and model appropriate classroom practices. Work with Education Manager to develop and support the individual development plan for Assistant Teachers, other staff, or volunteers. Monitor volunteers, substitutes, during classroom operations. Know personnel policies and procedures, ensure the people you supervise are also aware and of any changes that occur. Assign and review work of the people you supervise, instruct, train, and work effectively with the people you supervise from a variety of backgrounds, with differing levels and areas of training. Model best practice within the service area. Devise work methods and procedures that support improvements in existing work practices, supporting the people you supervise in developing and setting goals, priorities and timelines. Meet at least once monthly with the people you supervise to monitor and provide on-going verbal and written feedback consistent with their individual development plans for performance improvement and adherence to Head Start performance standards as well as to plan and direct work. Plan and adjust work operations to meet changing or emergent program requirements within available resources and with minimum sacrifice to quantity or quality of work. Submit performance feedback and development plan in timely manner (at least three times per year.) Make appropriate personnel decision not requiring higher approval as needed and submit others as a recommendation to the supervisor.

**APPLICATION PROCEDURE**

Resumes may submitted to RECAP’s Human Resources Department

- Email to resume@recap.org
- Post mail to 40 Smith Street, Middletown, NY 10940

**RECAP, Inc.** is an Equal Opportunity Affirmation Action Employer. We are a drug-free workplace and conduct pre-employment and periodic drug tests.