Job Title: EHS Head Teacher

EXEMPT

Supervised by: Center Director / Center Supervisor

Job Summary: The EHS Teacher is responsible for planning, implementing and evaluating child development experiences for the enrolled infant/toddler children. This position operates a safe, diverse and developmentally appropriate classroom in accordance with all applicable requirements.

Key Tasks and Responsibilities:
• Maintain a clean, safe, positive classroom atmosphere and space.
• Provide an individualized curriculum for children.
• Direct Assistant(s)/Aide(s) in their interaction with infant/toddler children and provision of curriculum.
• Complete all required documentation (e.g., classroom daily journal, incident reports).
• Provide training and technical assistance to classroom staff and volunteers as necessary.
• Involve parents in all aspects of the program – promote parent involvement.
• Participate in Mediator Team meetings.
• Direct the work of education staff, parent trainees, substitutes and volunteers in the classroom. Motivate and help with problem solving and ensure confidentiality.
• Review materials of supervisees/classroom staff for accuracy.
• Complete performance appraisals, grant time off requests including vacation (in conjunction with Center Supervisor) and assist with hiring process.
• Direct and maintain staff to child ratios.
• Attend staff, parent, or agency meetings, staff trainings or other meetings as assigned.
• Perform other duties as assigned.

Required Skills, Knowledge and Abilities:
• Must have at least a CDA in infant/toddler development. AA/BA/MA preferred.
* Meet Federal Head Start requirements for EHS Head Teacher position.
• Experience working in and knowledge of early childhood development and teaching techniques or a combination of education, experience and training.
• Interest and willingness to work with infant/toddler and families.
• Good verbal/written skills.
• Ability to lift 50 pounds.
• Reliable car and insurance.
• Will get degree within required timeline.
• Ability to work well with individuals from various ethnic and socio-economic backgrounds.
• Dependable attendance.

Excellent working conditions and benefit package including low cost medical insurance, paid dental/life insurance, sick/annual leave, retirement and education/training opportunities. Occasional evening and weekend work.

**Salary**: $14.67/hr

This job description is a summary and does not necessarily represent a complete list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job.  

*Ref. 6/09 aas AA/EOE*

Apply online at [www.picaheadstart.org](http://www.picaheadstart.org) or at 700 Humboldt Ave N, Minneapolis, MN 55411. AA/EOE