

## Position Description

Title:	Early Head Start Teacher	Supervisor:	Site Coordinator
Department:	Children & Family Services	Classification:	Full Time

**A. Job Description:**

The primary responsibility of the Early Head Start Teacher shall focus on implementing a comprehensive, early childhood development classroom as required by SHORE UP! Inc. and the Head Start Performance Standards in collaboration with other Early Head Start staff, families, and community partners. The Early Head Start teacher is expected to:

- i. Plan and provide learning opportunities to students which support growth in the areas of cognition, early literacy and language, social development, play skills, fine and gross motor development, fine arts, adaptive/self-care skills, health and nutrition.
- ii. Implement a developmentally appropriate and ongoing assessment of student progress.
- iii. Follow Early Head Start and school district policies for referring children for further diagnostic evaluation when necessary.
- iv. Communicate with Early Head Start families on a regular basis via home visits, parent conferences, written materials and informal personal and telephone contacts.
- v. Promote and model good health and nutrition practices to children and families.
- vi. Monitor the health and safety of students while at school.
- vii. Use appropriate guidance strategies to help children learn socially acceptable behavior.
- viii. Maintain written reports and records as required by the Early Head Start program.
- ix. Maintain a positive working relationship with students, families, colleagues, and community members that will promote effective communication and collaboration.
- x. Actively seek to involve parents and families in the educational process and development of their children.
- xi. Maintain the confidentiality of students and families as set forth in SHORE UP! Inc. and Early Head Start policies.
- xii. Provide appropriate work directions and oversee the daily responsibilities of the Early Head Start classroom volunteers.
- xiii. Participate in required staff meetings and staff development opportunities.
- xiv. Maintain knowledge in the current trends and research in the field of early childhood education.
- xv. Select and order necessary classroom supplies and materials.
- xvi. Other duties as assigned.

**B. Position Qualifications:**

a. Required Qualifications:

Associate's or bachelor's degree in child development or early childhood education, or equivalent coursework.

**C. Position Characteristics:**

Job Shift/Schedule: Monday through Friday, 8:00am – 4:00pm

Job Pay Rate/Range: Range - \$16 - \$20 an hour

Classification: Full Time

**D. Job Benefits:**

- Paid Leave (personal, vacation, sick, funeral, 13 paid holidays)
- Health Insurance (medical, dental, vision, prescription plan)
- Short-term Disability
- Life & Supplemental Insurance
- Liability Insurance
- Workman's Compensation
- Maryland State Retirement and Pension System
- 403(b) Option
- Employee Assistance Program
- Direct Deposit
- Payroll Deduction
- Tuition Reimbursement

**COVID-19 Vaccination**

SHORE UP! Inc. Early Head Start requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

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**SHORE UP! Inc.**  
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*SHORE UP! Inc. is an equal opportunity employer.*