

**School District of Santa Rosa County
Job Description**

Early Head Start-Teacher of Two Year Olds

Reports to: Director of Pre-K Programs	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: May 18, 2017	Evaluation Code:
Position #: 21135	Range: 8

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Sets up classroom as appropriate for 2 year old learners.
- Administers assessments and records data.
- Utilizes data to guide instruction.
- Utilizes available technology within the classroom
- Maintains records, files and reports
- Performs related duties as required or assigned by principal
- Follows required curriculum with fidelity
- Follows required social-emotional program with fidelity.
- Attends home visits
- Provides guidance to teacher assistant when needed.
- Follows Head Start Performance Standards.

Supervision Received:

Director of Pre-K Programs

Minimum Qualifications & Skills Required:

- Have a minimum of a Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.

Preferred:

Interact productively with young children and implement in the classroom setting those early childhood best practices strategies.

Physical Demands (include environmental conditions):

Lift light to moderate weight (20 to 50 pounds); Stand, walk, run, bend, stoop, push, pull, reach, good hearing and vision; Manual dexterity. Communicate using speech, hearing, and vision skills. Work inside and outside with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.