

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: MASTER TEACHER – EARLY HEAD START

BASIC FUNCTION:

Under general supervision of the Education Services Manager and the guidance of the Lead teacher, is the primary care giver to an assigned group of infants/toddlers. Plan and initiate developmentally appropriate activities; create an environment in which children six weeks through three-years-old can enhance personal relationships, experiment, make choices, solve problems, and develop age-appropriate social and self-help skills. Plan and participate in parent education and parent involvement activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Exercise supervisory duties in accordance with Child Development Master Teacher Permit. Provide input for evaluation. Provide guidance, modeling and support to assigned educators. Provide or arrange for training as needed.

Create an environment in which personal relationships between child and primary care giver and other educators can flourish. Arrange the physical setting for children's active exploration and interaction with adults, other children, and materials. Initiate and reinforce a set of standards that create a positive environment for growth and development. Conduct a daily inspection of the facility, both indoors and out; take every step necessary to ensure a clean, safe, and orderly physical environment.

In accordance with prescribed time schedules, administer initial developmental and other screenings of all assigned children. Develop, in conjunction with parents, an individualized learning and development plan for each assigned child. Conduct on-going assessment of each child's growth and development and update each child's goals and objectives regularly. Prepare and present written pre-planned activities and experiences designed to promote growth in all aspects of the individual child's developmental self. Care for all aspects of children's personal needs. Participate in family style meal service.

Utilize developmental screening and observation to make appropriate referrals for assessment, and/or ancillary and/or support services. Participate in case management meetings, child study team meetings, IFSP meetings and other related activities. Incorporate IFSP goals and objectives into the center program. Cooperate with speech therapists, physical therapists, psychologists, and other ancillary support persons.

Promote parent involvement in the child's education and well being. Provide training and guidance for parent and other classroom volunteers; Make a minimum of two home visits with each child's family and hold a minimum of two parent conferences each year. Communicate regularly with parents utilizing newsletters, classroom activity calendars, and other means. Assist parents to organize parent committees and implement parent activities; encourage, facilitate, and support parental involvement in all aspects of the Early Head Start Program. Assist with transition to Head Start or other child care or school placement.

Prepare and maintain accurate records, including child observation, individualization, lesson plans, attendance, lunch count, parent participation, in-kind contributions, and others as directed, using proper spelling and accurate calculations.

Attend case conferences, parent conferences, center meetings, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Carry out authorized emergency and safety procedures and administer first aid.

Comply with YCOE policies and procedures, administrative regulations, State of California Health and Welfare Codes including Title 22, Head Start/Early Head Start Performance Standards, and other applicable state and federal regulations.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Infant/toddler growth and development.
- Head Start Performance Standards and Outcomes.
- Developmentally Appropriate Practice.

ABILITY TO:

- Plan, organize and supervise a preschool classroom.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain detailed records accurately and in a timely manner.
- Evaluate work methods and results.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- BA or higher w/ 12 units of ECE, + 3 units supervised field experience **OR** 24 units ECE/CD units + 16 GE units + 6 specialization units + 2 adult supervision units.
- Two years experience in an instructional capacity in a child care and development program with at least one year in a supervisory role.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Possess or eligible for Child Development Master Teacher Permit.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver's license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:

Lifting children weighing up to thirty-five (35) pounds.
Bending at the waist, kneeling or crouching to maintain direct eye contact with children six weeks through three-years-old.
Sit on the floor and/or preschool chairs.
Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking in order to exchange information.
Driving a vehicle to conduct work.

HAZARDS:

Exposure to bodily fluids and infectious diseases.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval