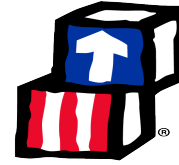




Kids Are First, Inc.

400 West Peña Street/ PO BOX 1378
Carrizo Springs, TX. 78834
Ph. 830 876-9265/Fax 830 876-9285



JOB POSTING

Position: Preschool Teacher

County: Dimmit

Date Open: 10/24/2023

Date Closed: Until it is filled

Kids Are First, Inc. seeks to fill a Preschool Teacher position with extensive knowledge and demonstrated experience working in a classroom setting and supervising approximately 15-17 children. Head Start operations experience preferred.

The position will be responsible for the following duties:

- Develop a plan for each child to include goal setting based on identified needs and prescriptions for objectives and activities to meet established goals (outcomes).
- Responsible for the weekly preparation of daily lesson plans, which include objectives to be posted for parents, volunteers, and visitors in the classroom.
- Prepares and maintains a safe, healthy learning environment for children that is positive, developmentally appropriate, and experientially based. Supervises all classroom activities, field trips, and outdoor activities.
- Maintains a commitment to professionalism and continues their own professional development so that decisions are based on knowledge of early childhood theories and practices.

EDUCATION AND EXPERIENCE

Ensure Preschool Teachers have sufficient knowledge, training, experience, and competency to be able to effectively plan for and implement education services for preschool-age children and their families.

45 CFR §1302.91(e)(2)(ii) "...a program must ensure all [preschool] center-based teachers have...an associate's or bachelor's degree in:

- Child development [or] early childhood education (ECE) [with] equivalent coursework [to a major relating to ECE and experience teaching preschool children], or
- Otherwise, meet the requirements of section 648A(a)(3)(B) of the Act."

If applicable, federal, state, or local Head Start child care regulations, now or as amended in the future, contain additional requirements or qualifications for this position that are not explicitly stated in this Job Description.

Bilingual preferred (English/Spanish) or English and other languages in the local area).

APPLY AT: KAF, Inc., located at 2494 El Indio Highway, Eagle Pass, TX 78852, or mail the application to the Human Resources Department or email to humanresources@kafhs.org.

PLEASE NOTE: Interested applicants for this position must submit their application, resume, and educational requirements by the established deadline.

KIDS ARE FIRST INC is an EQUAL OPPORTUNITY EMPLOYER

KIDS ARE FIRST, INC
POSITION DESCRIPTION
NON-EXEMPT

This position is organized into major areas of responsibility with the duties detailed under each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. Each position must have a Position Description that is developed for the position and not the individual. The immediate supervisor will review this position description with the employee upon hiring. Management may revise this description if there are substantial changes in the duties or if management feels there is need for an update. If this occurs, the employee will have an opportunity to provide input.

TITLE OF POSITION: Preschool Teacher

IMMEDIATE SUPERVISOR: See Organizational Chart

A. GENERAL SUMMARY OF WHAT THE POSITION DOES

This position serves as the lead teacher in a classroom of Head Start children. The position is responsible for planning, implementing, and supervising all classroom activities with the assistance of the Teacher Assistant. This position works with A-typical developing children and children with disabilities. Since this position is part of a larger system of services provided to children and families, Preschool Teachers also serves as a social service referral person and shares responsibility for parent engagement activities in the program. The position of Preschool Teacher works in tandem with the rest of the parts of the educational system as an integrated team to support the vision and mission. The position may be reassigned to various classrooms/centers as deemed necessary for program operations.

B. DUTIES AND RESPONSIBILITIES OF THE POSITION--ESSENTIAL JOB FUNCTIONS

The duties of the position are described in the major functional areas listed below. Additional duties may be assigned.

1. EXAMPLES OF SPECIFIC DUTIES--ESSENTIAL JOB FUNCTIONS

- A. Attends all required training and workshops to include but not limited to 15 hours of classroom-focused professional development and methods that comply with applicable State and local laws for identifying and reporting child abuse and neglect.
- B. Remains up-to-date on information that pertains to the needs of the children in the program including Head Start Performance Standards, child care licensing regulations, and other applicable regulations and practices.
- C. Works as a team member with the other education staff, parents, and Parent Committee members to develop a curriculum that is meaningful and meets the individual and program needs.
- D. Responsible for the weekly preparation of daily lesson plans, which include objectives to be posted for parents, volunteers, and visitors in the classroom.
- E. Develop an individual plan for each child to include goal setting based on identified needs and prescriptions for objectives and activities to meet established goals (outcomes).
- F. Schedules home visits and parent-teacher conferences with families as required and on an as-needed basis and documents these events.

- G. Maintains strict confidentiality with respect to Head Start children, families, and staff in accordance with established policies and procedures.
- H. Prepares and maintains a safe, healthy learning environment for children that is positive, developmentally appropriate, and experientially-based.
- I. Supervises all classroom activities, field trips, and outdoor activities.
- J. Plans and provides a developmentally and linguistically appropriate curriculum and experiences in a manner appropriate to the ages, languages, and cultures of children served.
- K. Directs any special needs problems to the appropriate manager/specialist/coordinator or supervisor.
- L. Plans and implements learning experiences that advance the intellectual and physical development of children including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding of the use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities and their approaches to learning.
- M. Implements education lesson plans and daily programs for children in accordance with each child's need, based on a method of observing and recording children's interests and current levels of functioning.
- N. Supports social and emotional development and provides positive guidance and discipline.
- O. Maintains a commitment to professionalism and continues their own professional development so that decisions are based on knowledge of early childhood theories and practices.
- P. Share pertinent information with family service staff to ensure coordinated services that meet the needs of individual children and families.
- Q. Supervises and eats nutritionally prepared meals with the children as a curriculum activity, to model good nutrition and proper social skills.
- R. Provides a stable classroom routine and environment.
- S. Ensures a well-run, purposeful program responsive to participant needs.
- T. Screens, observes and documents children as required.
- U. Maintains child records in coordination with the family services staff.
- V. Gathers and maintains individual, family, and classroom data for documentation, on-going assessment, evaluation and recordkeeping for successful individual and program planning.
- W. Sets up a system to ensure the program's needs for parent involvement in each classroom are met.
- X. Establishes positive and productive relationships with families focusing on a relationship of trust and rapport with the parents of the children.
- Y. Be knowledgeable about CACFP requirements regarding portions and components of each meal service.
- Z. Conduct point-of-service meal documentation, or assign responsible staff to count meals when children are seated and have been offered a credible meal by USDA standards for portions and components.
- AA. Enter point-of-service meal counts in appropriate forms or software used by the program to support claim reimbursement.
- BB. Involves parents in the educational activities of the program:
 - a. to emphasize their role as the principal influence on the child's education and development; and

- b. to assist parents to increase their knowledge, understanding, skills and experience in basic child development.
- CC. Encourages the involvement of the families of the children in a Head Start program and supports the development of relationships between children and their families.
- DD. Attends all required staff and parent meetings and activities.
- EE. Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
- FF. Positively promotes Head Start in the community
- GG. Makes appropriate personnel decisions that do not require higher approval and submits others as a recommendation to the supervisor.
- HH. Determines appropriate training needs to meet the program goals and objectives and makes the necessary recommendations.
 - II. Become thoroughly familiar with the KAF Employee Handbook, Operations Manual, KAF Policy and Procedures, and resources and adhere to them.
- JJ. Maintains strict confidentiality with respect to Kids Are First, Inc., children, families, and staff in accordance with established policies and procedures.
- KK. Performs other duties as assigned.

2. EXAMPLES OF GENERAL JOB DUTIES--ESSENTIAL JOB FUNCTIONS

- A. Understands, generates, and documents in-kind and other allowable costs applied toward the non-federal share requirement.
- B. Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- C. Attends all required staff and parent meetings and activities.
- D. Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
- E. Expected to be knowledgeable of the regulations associated with the prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination.
- F. Positively promotes Head Start in the community.
- G. Maintains strict confidentiality with respect to Head Start/Early Head Start children, families, and staff in accordance with established policies and procedures.
- H. Becomes thoroughly familiar with KAF, Inc. Employee Handbook: Human Resources Policies and Procedures, KAF, Inc. Head Start Operations Manual, and all other KAF, Inc. HS handbooks, manuals, and resources and adheres to them.

C. SUPERVISION EXERCISED

Immediate supervision means those employees for which the position assigns, directs, and evaluates.

Position supervised: See Organizational Chart

D. PERSONAL CONTACTS

Major internal and external contacts

Internal

External

See Organizational chart

Teacher Assistants
Mentor Coaches
Family Service Advocates
Cooks
Cook Assistants
Classroom Parents

E. DECISIONS AND COMMITMENTS

This section will describe the kinds and impact of decisions and commitments; the effects, influence, and significance of these decisions; the consequence of error, and the limitation of the finality of decision-making.

Decisions and commitments involving the children and parents are very important and affect the services to children and families and the continued funding of the program.

F. SUPERVISION RECEIVED

The job description and the content area work plans serve as guidelines. Assistance is received from other agency staff as needed. Outside assistance can be received from other related resources if needed. Head Start effectively uses the teamwork approach. All content areas are interwoven so as to better assist and support families. The immediate supervisor is responsible for appraisals of this position.

G. KNOWLEDGE AND ABILITIES

Knowledge:

- Knowledge of the Head Start Program Performance Standards or participate in training to learn the same.
- Able to communicate effectively and at the children's developmental level.
- Ability to communicate with parents in a respectful, but transparent manner
- Ability to understand child development concepts and translate them into effective lesson planning strategies, individualized for children.

Abilities:

- Ability to be patient around children
- Ability to multi-task while keeping an eye on children at all times
- Ability to effectively plan the daily activities
- Ability to implement a daily schedule and follow it consistently throughout the day.
- Ability to supervise children at all times, keeping them safe throughout the day.

Language Skills

- Ability to communicate ideas and instructions orally and in writing.
- Ability to speak read and write English well enough to understand and be understood by others.
- Ability to write reports and business correspondence.
- Ability to read, analyze, and interpret general training/informational materials related to health and safety.
- Ability to speak before groups of individuals.
- Some Bilingual fluency is helpful (English/Spanish or English and other languages present in the local area).

Mathematical Skills

- Ability to perform basic math skills of adding, subtracting, multiplying, dividing and figuring percentages and overtime.
- Ability to produce and interpret graphs, charts, spreadsheets, and other mathematical reports.

Reasoning Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions.
- Ability to summarize conclusions and instructions, then make recommendations and develop implementation strategies.
- Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

H. EDUCATION AND EXPERIENCE

Ensure Preschool Teachers have sufficient knowledge, training, experience, and competency to be able to effectively plan for and implement education services for preschool-age children and their families.

45 CFR §1302.91(e)(2)(ii) "...a program must ensure all [preschool] center-based teachers have...an associate's or bachelor's degree in:

- child development [or] early childhood education (ECE)
- [with] equivalent coursework [to a major relating to ECE and experience teaching preschool children], or
- otherwise meet the requirements of section 648A(a)(3)(B) of the Act."

Requirements for employment with Kids Are First, Inc. may be different than those required by the former grantee or a replacement grantee. If applicable federal, state, or local Head Start or child care regulations, now or as amended in the future, contain additional requirements or qualifications for this position that are not specifically stated in this Job Description, the requirements and qualifications will apply, even if not specifically set forth in this Job Description.

Bilingual preferred (English/Spanish or English and other languages present in the local area). Within 90 days of employment, must obtain and continually maintain basic first aid and pediatric CPR certification (or sooner if required by local/state regulations). Acceptable tuberculosis screening results, a clear criminal records check (including a child abuse registry check if required by state regulations) and an initial health exam are required post-job offer and prior to employment. To drive agency vehicles (if applicable), must have a valid driver's license and be insurable by the Kids Are First, Inc. insurance carrier and have a Motor Vehicle Record acceptable to Kids Are First, Inc. Current and former Head Start/Early Head Start parents will receive preference for employment vacancies for which they are qualified.

If using own vehicle must have reliable transportation and at least minimum personal automobile liability coverage required in the state.

I. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to lift 45 pounds on a regular basis and perform heavy labor as needed.
- Use of common maintenance tools and equipment.
- Work is performed in a variety of settings including office environments moving furniture and equipment, driving on public roads, doing minor building repairs, and in children's classrooms.
- Some exposure to communicable diseases.
- Noise level in the work environment may be moderate to loud.
- Work varied hours including some evenings and weekends.
- Must be available for a variety of evening and weekend meetings as well as social and community events.
- Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings, and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.

The requirements of your Job Description are important in providing services to children and families, and for keeping you, children, and co-workers safe during the work day. If you are unable to perform any of the functions required in your job description due to a disability, you are invited to direct any requests for accommodation to the Program Director.

STANDARDS OF CONDUCT

By signing this job description, I agree to abide by the following Standards of Conduct as outlined in Head Start Performance Standards 1304.52(h)(1):

1. I agree to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. I agree to follow program confidentiality policies concerning information about children, families, and other staff members.
3. I agree to never leave a child alone or unsupervised while under my care.
4. I agree to use only positive methods of child guidance and will not engage in corporal punishment, emotional, or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

I understand that in addition to the above Standards of Conduct, there is a Code of Ethics and Codes of Conduct contained in the Kids Are First, Inc. Employee Handbook Human Resources Policies and Procedures and that violation of any of these Policies, Procedures, Standards or Codes can result in disciplinary action up to and including termination of my employment with the Kids Are First, Inc.

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the requirements of this position, and satisfy the expectation for regular attendance.

Employee Signature

Date

Printed Name

**Supervisor Signature or
KAF, Inc. Designee Signature**

Date