



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: EHS Teacher (Infant/Toddler Teacher)

County: Dimmit

Date Open: 10/10/2023

Date Closed: Until it is filled.

Kids Are First, Inc. seeks to fill an Infant and Toddler Teacher position with extensive knowledge and demonstrated experience working in a classroom setting and supervising approximately 8 children. Head Start operations experience preferred.

The position will be responsible for the following duties:

- Serves as one of two teachers in an Early Head Start classroom.
- Responsible for the weekly preparation of daily lesson plans
- Develops 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).
- Works closely with parents and staff as appropriate for smooth transitions.
- Maintains strict confidentiality with respect to Kids Are First, Inc., children, families, and staff in accordance with established policies and procedures.

EDUCATION AND EXPERIENCE

Ensure knowledge, training, experience, and competency to be able to effectively plan for and implement education services for children and their families.

- At a minimum, a Child Development Associate (CDA) credential or comparable credential and have been trained or have equivalent coursework in early childhood with a focus on infant and toddler development.
- An associate degree in early childhood education.
- An associate degree in a related field and coursework.

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



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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 a need for an update. If this occurs, the employee will have an opportunity to provide input.

TITLE OF POSITION: Early Head Start Teacher

IMMEDIATE SUPERVISOR: See Organizational Chart

A. GENERAL SUMMARY OF WHAT THE POSITION DOES

This position is one of two teachers in an Early Head Start classroom. The position is responsible for planning, implementing, and supervising all classroom activities in collaboration with the Early Head Start Teacher. This position works with A-typical developing children and children with disabilities. Since this position is a part of a larger system of services provided to children and families, Early Head Start Teachers also serves as a social service referral person and shares responsibility for parent engagement activities in the program. The position of Early Head Start 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 major functional areas listed below. Additional duties may be assigned.

1. EXAMPLES OF SPECIFIC DUTIES--ESSENTIAL JOB FUNCTIONS

- A. Attends and participates in all required meetings, activities, and training that include but are 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, childcare licensing regulations, and other applicable regulations and practices.
- C. Responsible for the weekly preparation of daily lesson plans.



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- D. Develops 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).
- E. Schedules home visits and parent-teacher conferences with families as required and on an as-needed basis and documents these events.
- F. Prepares and maintains a safe, healthy learning environment for children that is positive, developmentally appropriate, and experientially based.
- G. Works closely with parents and staff as appropriate for smooth transitions.
- H. Plans and provides developmentally appropriate activities and experiences that advance all areas of children's development (social, emotional, cognitive, and physical) in a manner appropriate to age and stage of development.
- I. Works closely and cooperatively with family services workers to promote partnerships with families.
- J. Conducts developmental screening of infants and toddlers' motor, language, social, cognitive, perceptual, and emotional levels.
- K. Gathers and maintains individual and classroom data for documentation, ongoing assessment, evaluation, and recordkeeping for successful individual and program planning.
- L. Understands, generates, and documents in-kind and other allowable costs applied toward the non-federal share requirement.
- M. Become thoroughly familiar with the KAF Employee Handbook, Operations Manual, KAF Policy and Procedures, and resources and adhere to them.
- N. Maintains strict confidentiality with respect to Kids Are First, Inc., children, families, and staff in accordance with established policies and procedures.
- O. 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 childcare 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. Become 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.



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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

See Organizational chart

External

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 to assist better 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.



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Abilities:

- Ability to be patient around children.
- Ability to multi-task while always keeping an eye on children.
- Ability to effectively plan the daily activities.
- Ability to implement a daily schedule and follow it consistently throughout the day.
- Ability to always supervise children, 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 always maintain strict confidentiality, including recognizing 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.

MINIMUM QUALIFICATIONS

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



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PREFERRED QUALIFICATIONS

- An associate degree in early childhood education.
- An associate degree in a related field and coursework.
- A baccalaureate or advanced degree in early childhood education; or
- A baccalaureate or advanced degree in a related field and coursework.
- A baccalaureate degree and has been admitted into the Teacher for America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach for America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach for America's professional staff.

***Related field and coursework.** Any degree and no less than 5 courses that focus specifically on child development, early childhood education, and curriculum, early childhood teaching and assessment, psychology, family development, health and physical development, mathematics, science, children's literature, education, home economics, music, art, library sciences, physical education and recreation, family studies, and others and must specifically address young children.

Requirements for employment with Kids Are First, Inc. may differ from those required by the former grantee or a replacement grantee. If applicable federal, state, or local Head Start or childcare 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 outlined 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 before 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 one's own vehicle, one 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 regularly and perform heavy labor as needed.
- Use of common maintenance tools and equipment.
- Work is performed in various 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.
- The noise level in a work environment may be moderate to loud.



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- Work varied hours, including some evenings and weekends.
- Must be available for various evening and weekend meetings and social and community events.
- Travel by car, bus, airplane, or train may also be required associated with attending 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 workday. If you cannot 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.



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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 based on 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.