



# Madonna Center Inc.

## *Mission Statement*

*To help individuals and families improve their daily lives through education, connections to resources, healthy aging and a sense of community.*



### **JOB TITLE: Teacher**

### **DESCRIPTION: HOURS: Monday through Friday, 8-hour days**

An EHS CDA Certified Teacher is a teacher whose primary function is to provide a safe, healthy and happy environment that fosters learning; implementation of individual education plans, planning and providing activities consistent with the Program's objectives and Head Start Philosophy and maintains accurate records with assistance of the Education Center Coordinator. Serves as parent liaison.

### **DUTIES**

- Implement the daily education program, utilizing the Head Start Performance Standards and TDFPS Child Care Center Minimum Standards.
- Responsible for completing and maintaining each individual child's records.
- Develop written lesson plans and activities.
- Provide for the development of skills through a variety of age-appropriate activities that nurture and support the six areas of emergent literacy.
- Conduct home visits on a scheduled basis.
- Implement family style meal service and health related activities appropriate for the age group assigned
- Responsible for administering the developmental screening of each child.
- Responsible for the implementation of an IEP under the guidance of Early Head Start Partner's Special Services Staff.
- Responsible for direct, appropriate supervision of all children entrusted in your care.
- Will perform other duties as assigned by supervisor.
- Reporting Child Abuse – Responsible to report suspected child abuse and neglect in accordance with the policy set forth in the Madonna Centers' Employee Personnel Policies Manual, Head Start Performance Standards and applicable state laws regarding child abuse.
- Confidentiality of Information – Responsible to maintain the confidentiality of information pertaining to children, families, and staff as outlined in the Madonna Centers' Employee Personnel Policies Manual.
- Code of Conduct – Responsible to abide by all standards of conduct as outlined in the Head Start Performance Standards and Madonna Centers personnel Policies Manual.
- Ability to work with individuals with special needs, different ethnic or cultural backgrounds or language.
- Maintains supply and material inventory needed to carry out a daily comprehensive early education program.
- Must be able to manage flexible scheduling practices and be organized.
- Will meet the mandated training hours that are required for the position.
- Will maintain child/staff ratio at all times as well as follow the shift change procedure.
- Knowledge, comprehension, and compliance with all aspects of the Head Start Program Performance Standards and TDFPS Child Care Center Minimum Standards.

### **QUALIFICATIONS:**

1. High School Diploma or GED
2. One-year experience working with preschool children.
3. Current Child Development Associate (CDA) OR a willingness to obtain your CDA OR undergraduate degree.
4. Must pass a criminal background and fingerprint check.

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