



<b>FOR HR USE</b>	
Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
POSN Number	999680
Grade	12

D R A K E U N I V E R S I T Y  
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: HEAD START SCHOOL OF EDUCATION      TITLE: HEAD START TEACHER

REPORTS TO:      SPVR TITLE: PROGRAM COORDINATOR

TO APPLY: Submit cover letter and resume to:  
**Mary Middleton, Head Start**  
**Drake University**  
**3206 University Avenue**  
**Des Moines, IA 50311**  
**E-mail: [mary.middleton@drake.edu](mailto:mary.middleton@drake.edu)**

**ESSENTIAL JOB FUNCTIONS**

- Document and monitor children's progress to evaluate appropriateness of curriculum to meet children's developmental needs. 15%
- Conduct instruction by following lesson plan while adapting plan to meet individual learning styles. Promote successful classroom performance for each student. 15%
- Encourage the child to develop a positive self-concept and support that self-concept with proper guidance and discipline techniques. 10%
- Maintain an organized, clean classroom and present interesting ideas and activities to share with children. 10%
- Participate in lunch time activities by assisting staff with preparing and serving food, eating with the children, and cleaning up after meals. 5%
- Supervise Food Program at center level to insure compliance with federal, state and local regulations. 5%
- Create and maintain accurate, confidential reports and records within applicable regulations and performance standards. 5%
- Supervise staff in the development and implementation of the curriculum and in maintaining a safe, orderly and quality work environment. 5%
- Develop and maintain good communication while respecting confidentiality. Establish rapport and trust with parents, staff, volunteers, and visitors in order to respond to children's environmental needs. 5%
- Maintain children's files, check off forms at admission, file them and check annually for licensing. 5%
- Create a developmentally appropriate environment where children are comfortable enough to verbalize feelings, question, explore, experiment and problem solve. 5%
- Provide assistance to children during daily napping and bathroom routine by offering direction and support when needed. 5%
- Continue professional growth by attending classes and workshops, reading new materials, and contributing 5%

contributing resources to the program.

- Ensure the coordination of health issues of child and family with designated nurse. 5%

Perform other duties as assigned.

Comments:

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Ensure compliance with Federal Head Start Performance Standards, state and local regulations and rules.

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Ensure the confidentiality of all documents maintained in the department.

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Promote Head Start philosophy and initiatives.

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Prompt and regular attendance.

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The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

**ESSENTIAL ELEMENTS**

EDUCATION:	Baccalaureate Degree - Knowledge of specialized principles or techniques normally obtained through a four-year college/university academic program or an equivalent in-depth specialized training program directly related to the type of work being performed. B.S. or B.A. in Early Childhood Education, Child Development, Elementary Education degree with Early Childhood Endorsement, or Early Childhood Special Education and one year teaching experience in early childhood setting preferred OR B.S. or B.A. in Elementary Education degree or related field and three years teaching in early childhood setting; Appropriate teaching license required; Ability to pass all state child care licensing requirements.
EXPERIENCE:	Moderate: 1-3 years.
OTHER ESSENTIAL TRAINING AND SKILLS:	Computer Experience (Macintosh and / or PC), State Driver's License
SCOPE OF MANAGEMENT:	Number of Direct Reports: 1.

**SCOPE**

COMPLEXITY:	Work is substantially complex and varied and requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures as well as interpret precedents.
CONSEQUENCE OF ERROR:	Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of organization activities.
DECISION MAKING:	Routine/Non-Routine Decisions - Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval.
IMPACT:	Moderate Impact - Causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing for financial gain or expense with short-term impact.

**WORKING CONDITIONS & PHYSICAL EFFORT**

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.			X		
2. Lift objects weighing 21 to 50 pounds.			X		
3. Lift object weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.				X	
6. Carry objects weighing 21 to 50 pounds.	X				
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.				X	
10. Standing for more than two hours at a time.				X	
11. Twisting or turning head or back.					X
12. Stooping, bending, kneeling, or crawling.					X
13. Ability to reach and grasp objects.					X
14. Manual dexterity or fine motor skills.					X
15. Color vision - the ability to identify and distinguish colors.					X
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.				X	
19. Proofreading and checking documents for accuracy.				X	
20. Using a keyboard to enter and transform words or data.		X			
21. Using a video display terminal.			X		
22. Working in a normal office environment with few physical discomforts.	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.					X
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.					X
26. Operating automobile or van.		X			
27. Operating heavy equipment.	X				
28. Extreme temperatures, such as cold or heat.	X				
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects		X			
30. Other physical ability or hazard exposure required by the job.				X	