

Pearl River Valley Opportunity, Inc.
Head Start/Early Head Start

JOB DESCRIPTION
Teacher

GENERAL DUTIES

Under the direction of a Center Director, the Teacher will perform duties assigned. Duties involve planning, coordinating, and executing a program of instruction for a group of preschoolers enrolled in the Program. The position is located in the classroom of the center and is scheduled to operate nine (9) months per year.

SPECIFIC DUTIES

- Develop, modify and adapt developmentally appropriate schedules, materials and activities to address the strengths and needs of all children by utilizing *The Creative Curriculum*.
- Develop and utilize lesson plans that integrate all Head Start components, reflect parental and cultural influences and promote the social, emotional, physical and cognitive development of children.
- Provide opportunities, activities and materials that provide clear expectations and encourage exploration, problem solving, cooperation, socialization and choice making. Ask open ended questions and demonstrates active listening skills.
- Apply knowledge of the 3 CLASS Domains, 10 CLASS Dimensions, multiple indicators and behavior markers into daily classroom routines in order to develop and maintain quality teacher – child relationships.
- Greet parents each day and respect parents as their child's first teacher.
- Maintain an effective record keeping system to manage information in order to ensure maximum benefits to children and families; ensure that all written reports are clear, accurate and grammatically correct.
- Mentor and coach teacher assistant in acquiring classroom management and teaching skills such as lesson planning, assessment, completing reports and implementing activities.
- Make two (2) home visits and hold three (3) Parent/Teacher conferences per year for each child.
- Collaborate with parents and other staff to develop education plans and other services to meet child and family goals.
- Complete and enter data into Teaching Strategies Gold in order to submit pre, mid and post outcome reports.
- Maintain discipline in the classroom using behavior management techniques.
- Supervise and evaluate the Teacher Assistant; facilitate a team environment within the classroom.
- Complete lesson plans, monthly reports, anecdotal notes, portfolio checklist, health observation forms, screenings and other documents as required by the agency.
- Use active supervision to ensure the health and safety of all children.
- Attend all required preservice and staff development training during the year.
- Recruit volunteers and in-kind contributions
- Other duties as assigned by Center Director.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to implement 3 CLASS Domains, 10 CLASS Dimensions, multiple indicators and behavior markers.
- Ability to stand on feet and sit on floor without complications while working with children.
- Ability to speak English or the language of the majority of the children served.
- Knowledge of a variety of games and play activities; some knowledge of teaching techniques.
- Ability to express thoughts and ideas with clarity and confidence.
- Ability to relate easily to children and other adults.
- Ability to follow instructions, accept supervision, and proceed with duties as outlined or assigned.
- Ability to establish and maintain an effective work relationship with coworkers, supervisor and the community.
- Ability to relate to pre-service and in-service training provided for career enhancement.
- Ability to assist in maintaining accurate records and reports.

PROFESSIONAL SKILLS

- Consistent work attendance.
- Ability to represent PRVO Head Start in ways that portrays a professional image.
- Working knowledge of PRVO's Head Start philosophy as it relates to children and families.
- Maintain the highest standards of confidentiality.
- Follows work procedures, policies and plans.

SPECIAL REQUIREMENTS

Must be able to lift at least 40 – 50 lbs. Must be able to bend kneel, crouch, stand on feet and sit on floor with children for extended periods of time without complications.

QUALIFICATIONS

Education: Minimum: Associate degree in Early Childhood Education or Related Field
Preferred: Bachelor or advanced degree in Early Childhood Education or Related Field

Experience: Two (2) years case management experience working with children and families in a child care program or other comparable/social agencies.

Reviewed January 2026