

## HONOLULU COMMUNITY ACTION PROGRAM, INC.

### POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>: TEACHER I</b>
<b>SALARY GRADE</b>	<b>: 10</b>
<b>FLSA STATUS</b>	<b>: Exempt</b>
<b>REPORTS TO</b>	<b>: Head Start Manager</b>
<b>SUPERVISES</b>	<b>: Assistant Teachers, Trainees, Teacher Aides</b>

### **INTRODUCTION**

Provides a well-balanced, developmentally appropriate curriculum that enhances all aspects of a child's development; including health, safety, education and psychological wellness.

### **CORE COMPETENCIES**

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decision in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

**ESSENTIAL POSITION RESPONSIBILITIES** includes the following. Other duties may be assigned:

1. Early Childhood Education
  - a. Uses observation and assessment tools to create curriculum design, materials and strategies for children with varying abilities and needs.
2. Case Management

- a. Develops a plan of action for each child and family and insures team understands outcomes expected.
  - b. Addresses children/families needs and concerns in a timely manner
  - c. Coordinates follow-up services for children and families.
  - d. Identifies a single point of contact with community resources and ensures that team members and families utilize this information.
3. Parent Involvement/Education
- a. Builds positive relationships with families and maintains open, ongoing communication with them.
  - b. Shares information from observations and assessments with families and discusses children's interest, strengths, needs, and developmental progress through home visits and parent/staff conferences.
  - c. Explains classroom philosophy, approach to curriculum, basic child development, guidance techniques using language that promotes family's understanding.
4. Supervision
- a. Provides information, training and guidance to Assistant Teachers, trainees, volunteers, parents, etc.
  - b. Provides appropriate feedback to staff on work performance and other job related activities as needed.
  - c. Completes formal written performance evaluations, discusses outcomes and sets annual goals with staff.
  - d. Promotes team spirit and cooperation between staff, volunteers and parents.
5. Classroom/Outdoor Maintenance
- a. Assists in the daily inspection of the environment to identify potentially hazardous objects or situations. Reports information to teacher and/or supervisor.
  - b. Prepares the classroom at the beginning of the day and performs clean up and set up for the next day's activities
6. Public Relations
- a. Creates a welcoming climate for both child and parent at drop-off and pick-up times.
  - b. Engages parents to assist with classroom tasks and ongoing activities for the home.
  - c. Participates in team conferences, home visits and parent/teacher conferences.
  - d. Supports families in pursuing their goals and sharing personal success stories.
7. Professional Development
- a. Attends Head Start In-Service, cluster training sessions, workshops, and conferences.
  - b. Applies knowledge from in-house training or workshops and conferences into classroom practices.
  - c. Volunteers to conduct workshops, training sessions, etc. with other early

- childhood program staff in the community.
- d. Subscribes to professional journals, joins professional organizations (Hawaii Association for the Education of Young Children). Participates in activities.
- e. Attends job related classes at community college/colleges.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:** (Six months working experience in an early childhood program)

- An associate degree in early childhood education from an accredited college or university and six months working experience in an early childhood program or:
- An associate in a related field from an accredited college and 18 credits of early childhood education or:
- A Bachelor's or Master's degree in Early Childhood Education from an accredited college or:
- Bachelor's degree in a related field from an accredited college and 18 credits of early childhood education or:
- Master's degree in a related field from an accredited college and 18 credits of early childhood education.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a current First Aid and CPR certificates or obtain one within 90 days of employment.
- Must have Registry Card from Hawaii Careers with Children.
- Must have a valid driver's license and daily access to an automobile that is properly licensed and insured for work.
- Must show evidence of TB test at time of employment
- Must comply with State of Hawaii "Criminal History Record Clearance" and
- Complete FBI fingerprint clearance before date of hire.

### **DESIRED SKILLS, KNOWLEDGE & ABILITIES**

- Working knowledge of Computers and ChildPlus software
- Bilingual/bicultural skills, preferably in Samoan, Filipino, Korean, Vietnamese, Laotian and Pacific Island languages.

### **BENEFITS**

- Company paid life insurance and health insurance.
- Paid time off including vacation, sick leave and paid holidays.
- Retirement benefits.
- Leaves of Absence both paid and unpaid.

- **PHYSICAL DEMANDS/WORKING CONDITIONS**

	Never/ Rarely	At Times	Often/ Constant
Work Locations : in doors			X
Work Locations : outdoors			X
Work Locations : sitting		X	
Walking/standing			X
Bending/crouching/reaching, etc			X
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)	X		

Position 100% funded by DHHS