HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

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

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

Revised 7/14/2016
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.

Revised 7/14/2016
### PHYSICAL DEMANDS/WORKING CONDITIONS

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

Position 100% funder by DHHS