

NEIGHBORIMPACT

JOB DESCRIPTION

Job Title: **Substitute Teacher Advocate II, Head Start**

Reports To: **Regional Associate Education Manager**

I. Job Summary:

The Teacher Advocate provides both classroom and in-home instruction to Head Start children and parents; enhancing the parent's ability to fill the role as the primary educator of their child. Teachers focus on the Head Start Early Learning Outcomes Framework to ensure that the children are working towards school readiness. This occurs through meaningful planning and implementation of developmentally appropriate curriculum providing a safe classroom environment for children. The Teacher Advocate partners with parents to develop individual goals for children provide on-going assessment of child progress and facilitate transition into kindergarten. On-going contact with families is maintained and home visits are completed to promote asset development, family wellness, family partnerships, parent involvement in the Head Start program. This position coordinates services in the Head Start functional areas (education, family services, literacy, health, and mental health) for assigned children and families. The Teacher Advocate also provides supervision and learning experiences for children on the Head Start bus as needed. This position is supervised by the Site Lead.

II. Duties, Tasks, and Responsibilities:

Classroom Management

- Develop, post on lesson plan board and implement written lesson plans that utilize adopted curricula, reflect mandated elements, parental and cultural influences, and promote the 5 essential areas of learning: Social and, Emotional Development, Approaches to Learning, Language and Literacy, Cognition and General Knowledge, Physical Development and Health and Family and Community Engagement
- Use developmentally appropriate practices to facilitate activities with groups and individuals
- Maintain Classroom Assessment Scoring system (CLASS) scores that meet the minimum threshold put forth by the Office of Head Start
- Include parental involvement in the development of lesson plans
- Adapt curriculum to address and meet individual goals for children as identified in their individualized education plans/individual learning plans
- Individualize one-on-one and group activities to address the unique needs and strengths of all children in the classroom ; including children who are at risk, have special needs, are gifted, are culturally diverse, and/or have experienced early childhood trauma
- Use a variety of intervention strategies to prevent and respond to children's behaviors and teach appropriate social skills
- Develop and implement a consistent and appropriate schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, two meals, and effective transitions between activities
- Instruct Assistant Teachers, Center Aides and classroom volunteers in the work to be accomplished in the classroom and on a daily basis direct their work to manage classroom activities
- Integrate all Head Start components into lesson plans and address prevention strategies in health and safety
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making
- Provide an atmosphere that encourages parental involvement in the classroom
- Work with the center team, Head Start staff, consultants and appropriate agencies in developing specialized plans for children and families as needed

NEIGHBORIMPACT

JOB DESCRIPTION

- Coordinate services for children with disabilities staff and the Early Childhood Special Education/Early Intervention (ECSE/EI) staff and develop a collaborative approach that meets the needs specified on the IFSP
- Assist children with daily self-help skills including toileting and diapering, consistent with program policies and procedures
- Supervise, monitor and count children at all times
- Respond to crisis or emergency situations that may occur according to program policies and procedures
- Provide first aid &/or CPR, prevent the spread of blood borne pathogens, and access emergency services
- Maintain a safe, clean and sanitary educational environment
- Assist with completion of the Daily, Weekly and Monthly Indoor and Outdoor Health and Safety Checklist
- Work cooperatively with the team to ensure that no child/children is/are left alone
- Work cooperatively with the team to maintain correct teacher/child ratios

Home Visits/Family Services

- Plan and carry out a minimum of two parent/teacher home visits and two parent/teacher conferences during the school year to assess on-going child progress, develop individual child goals and to share educational strategies and information on parenting and school readiness
- Complete home visits to assess family strengths and needs, provide recommendations and referrals for relevant community resources and complete comprehensive assessments according to agency policies
- Work with assigned families to develop family partnership agreements and set goals
- Monitor progress on family partnership agreements and follow-up throughout the length of program
- Maintain frequent contact with assigned families via home visits, phone calls, and program/family activities, to promote partnership and regular communication
- Participate in the implementation of program health services for assigned children and families as follows; help families establish ongoing relationships with health and dental care providers, help ensure that every child is up-to-date on well child and dental care, work together with parents to identify children's nutritional needs, work with families to ensure that needed health, dental and nutrition follow-ups/referrals are completed, support parents in completing required immunizations, provide family education on how to appropriately access medical services and how to advocate for their family in the medical and dental community, share health issues and concerns at team meetings and assist with plan development and follow-up. Maintain records on health referrals and follow-up according to program policies and procedures
- Collaborate with other NeighborImpact program staff to share case management as needed
- Work with families and community service partners to coordinate family goals and plans, including family IFSP goals
- Document all family contacts in child plus in a timely manner
- Provide individualized information and education in conjunction with a family's interests and needs according to Head Start Performance Standards and prepare and distribute follow-up information requested by the family in a timely manner
- Complete all home visits in the family home, unless there is a safety reason or unsolicited parent request
- Promote family literacy and father/male involvement during home visits and other family contacts
- Work flexible hours to meet the needs of the families
- Ensure that family services are provided in the primary language of the family. Request interpretation and translation services in a timely manner and according to program procedures
- Support families through the transition process implementing the transitioning services policy and procedure

Planning, Preparation and Reporting

- Complete planning and preparation to ensure organized classroom activities that are consistent with lesson plans and adopted curriculums

NEIGHBORIMPACT

JOB DESCRIPTION

- Implement Creative Curriculum and TSG to meet program expectations as outlined in the classroom curriculum, lesson planning and assessment policy and procedure
- Assess children 3 times a year using Teaching Strategies GOLD (TSG) online assessment
- Maintain up-to-date records of individual child assessment/outcome data using the TSG reporting system
- Evaluate child data and develop classroom goals in areas needing improvement
- Prepare and submit required reports by deadlines
- Maintain all written and electronic records accurately and ensure consistency with program policies and procedures including; lesson plans, goal task sheets, health, dental, mental health, nutrition, education, family contact, family partnership, IFSP (Individualized Family Service Plan), screening reports, anecdotal records, observations, portfolios and required Child Plus records

Recruitment, Enrollment and Attendance

- Provide outreach and recruitment activities to reach Head Start eligible children and families and maintain written records of all activities
- Maintain attendance and input into child plus on a daily
- Distribute Head Start applications, and assist families in the completion of applications
- Participate in the orientation of families to the agency policies and program design
- Communicate with families about attendance concerns; assist with development of plans to remedy concerns and follow-up with families as needed to support plans
- Work with program record keeping and reporting staff and the Head Start Advocate to ensure that new children are enrolled within 30 days of a classroom opening

Communications

- Communicate positively and professionally with children, families, staff, community partners and volunteers
- Prepare written communication to families
- Ensure delivery of written/verbal communication to families
- Attend team meetings and collaborate on planning and delivery of services

Bus Monitoring

- Ride the Head Start bus with children of assigned class rooms as assigned
- Assist bus driver in maintaining safety on the bus
- Ensure that all child passengers are in appropriate safety restraint systems
- Ensure safety of children during boarding, in route and exiting the bus
- Prepare for and assist with emergency evacuations and handle emergency situations calmly and quickly
- Create a positive educational environment for children on the bus
- Complete internal bus check at the end of each route

Meal Service

- Work cooperatively with the team to complete food preparation , table setting, dishwashing and clean up in the kitchen and classroom using approved sanitation methods
- Work cooperatively with the team when cleaning the kitchen and equipment using approved sanitation methods
- Work cooperatively with the team when storing food, food service equipment and supplies in an orderly fashion using approved sanitation methods
- Maintain CACFP paperwork as directed
- Prepare CACFP paperwork for monthly reporting as directed

Collaborative Service Delivery

- Participate in regularly scheduled center team meetings to plan for and deliver collaborative services across all components

NEIGHBORIMPACT

JOB DESCRIPTION

- Maintain regular communication and collaborate with the Head Start Advocate providing family services for assigned children and families
- Work cooperatively and collaboratively with management team, Consultants, community partners, volunteers and other NeighborImpact staff to plan and deliver services across all program components
- Coordinate, schedule, and facilitate Case Review Meetings
- Participate in classroom staffings and individual child staffings as needed. Implement strategies as outlined in developed plans in classroom and/or bus settings

Family Involvement

- Encourage and support families to be involved in all components of the program
- Recruit parents to participate as program/agency volunteers
- Coordinate classroom parent volunteer schedule assuring appropriate adult to child ratios
- Develop and implement strategies to involve fathers/males in the program
- Provide parenting skills information to all families
- Provide information to families on the importance of their role in program governance and encourage families to participate in Parent Center Committee meetings

Additional Job Responsibilities

- Cover front desk duties at NeighborImpact offices in Bend and Redmond on an on call basis.
- Attend and participate in trainings, staff meetings, program committees, community committees and professional development activities as assigned
- Assist with general maintenance, safety and security of the facility to meet all program and performance standard requirements
- Assist in care for and inventory of all site equipment
- Communicate effectively and frequently with other staff and parents serve as liaison among educational, medical and social services in the community; act as advocate for Head Start families
- Develop and maintain good community relationships and maintain records of community contacts
- Be prompt, dependable, and flexible
- Demonstrate sensitivity, tolerance, and respect for differences among children, families, staff and community partners
- Maintain client and family confidentiality according to agency confidentiality policies and procedures
- Report suspected child abuse following agency reporting policy and procedures
- Work with Center Teams and other staff to prepare written communications for families, i.e., memos, flyers, newsletters, and referral forms

III. Knowledge, Skills, and Abilities:

- Ability to plan and adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse populations
- Ability to supervise preschool children and ensure a safe learning environment including the ability to monitor, count and respond at all times in classroom, outdoor play areas and on field trips
- Visual ability or corrected vision to oversee the operations of a classroom
- Strong knowledge of human development, family dynamics/issues, and the needs of children
- Knowledge of or ability to learn recommended practices and general principles of behavior interventions
- Excellent communication skills, including good listening skills with children and adults
- Significant ability to problem -solve with families with emotionally-charged family needs and translate those needs into recommendations and relevant community referrals
- Working knowledge of available community resources, Head Start program components, and Head Start Performance Standards
- Strong organizational, record keeping and documentation skills

NEIGHBORIMPACT

JOB DESCRIPTION

- Demonstrated ability to complete all job functions and required paperwork in order to meet deadlines and comply with program policies and procedures
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation
- Ability to follow Head Start program “Standards of Conduct” and NeighborImpact “Employee Handbook Section C: Employee Conduct”
- Participate as a constructive, contributing, positive team member
- Ability to build and maintain positive social and emotional interactions with the children, families and coworkers
- Ability to make frequent, significant decisions to assure the health and safety of children
- Ability to use a variety of computer programs

IV. Qualifications:

- COVID-19 vaccine required prior to hire
- Minimum education required is an Associate’s degree in Early Childhood Education or related field (human development, child and family studies, social work, sociology/psychology, education) with a minimum of 35 college quarter credit hours in Early Childhood Education, Child Development or related classes
- Diploma and transcripts are required to validate Associate’s degree in Early Childhood Education/Related field and to verify ECE/Related coursework
- Must have a minimum of one year experience as a lead teacher (or equivalent) in a preschool classroom (Head Start Preferred)
- Must have one year experience in a social services field, or home visiting experience
- Within 18 months of hire, 120 training hours or 11 college credit hours in social work, human services, family services, counseling or a related field, if hired after 11/6/2016
- Must complete Teaching Strategies GOLD inter-rater reliability within 90 days of hire and maintain throughout employment
- Current or past Head Start parent preferred
- Must be available for a flexible work schedule to accommodate family needs, may include some evening or weekend hours
- Must be able to develop and maintain positive, cooperative, and respectful relationships with staff, family and community members
- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children’s needs. This position is rated as active and occasionally requires the individual to lift 50 pounds
- Must be able to ride a school bus with children for assigned periods of time
- Must have an initial health examination, and a periodic re-examination (as recommended by health care provider) so as to assure that employees do not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation.
- Prior to date of hire and throughout employment, certification of the following are required:
 - Valid driver’s license
 - Proof of current auto insurance
 - Food Handler’s Card
 - Current enrollment in the OR Office of Childcare Central Background Registry
- Within 60 days of hire, Pediatric CPR/First Aid certification is required
- Above certifications must be kept current to remain employed
- Access to reliable transportation required
- Within 90 days of hire complete and submit paperwork for the Oregon Registry

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V. Other Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal opportunity provider and welcomes POC, LGBTQ employees, Neurodiversity employees, old and young employees and everyone in between into our work force.
- In accordance with Federal law and U.S. Department of Agriculture policy, NeighborImpact is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer
- This position is a mandatory reporter which means requirement to report suspected child and elder abuse following state and agency reporting requirements and policies

VI. Signatures:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____