

JOB POSTING

JOB TITLE: Early Head Start Instructor
DIVISION/OFFICE: Early Childhood Development Division
EMPLOYMENT TYPE: Full-time
REPORTS TO: Center Director/Division Director

LOCATION: TBD
FLSA STATUS: Non-Exempt
SOC CODE: 25-3090
COMPENSATION: \$15.9341 – \$16.4835 (hourly rate)

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

POSITION SUMMARY:

- The Early Head Start Instructor will work cooperatively with staff, parents, and volunteers to provide intentional learning experiences in a safe environment which meets the cognitive, social emotional and physical needs of Early Head Start children and families.

RESPONSIBILITY AND DUTIES:

- Assist the co-teacher and parents in maintaining a safe and healthy environment
- Take the primary lead for 4 infants/toddlers in the classroom
- Assist co-teacher in preparing, implementing, and evaluating daily classroom activities
- Participates in the planning and implementation of lesson plans using Creative Curriculum
- Input child information in Teaching Strategies GOLD using an assigned technology
- Conducts developmental screenings and assessments
- Contributes in the children assessment (ASQ - 3 and ASQ - SE) throughout the year
- Participates in Home Visits and Parent Teacher Conferences
- Participates in the IFSP meetings as required to ensure consistency in services to children with disabilities
- Assist co-teacher in ensuring that children are engaged in age appropriate activities and consistently supervised
- Take responsibility for the children when the co-teacher is not present and a substitute is present
- Assist co-teacher and parents in providing for children's daily needs and routines
- Assist the co-teacher in ensuring all children are signed in and out by the parent on a daily basis utilizing the escort sheet and attendance record
- Share the responsibility of maintaining orderliness and cleanliness in the classroom to include but not limited to janitorial duties such as: sterilization of toys, sweeping and mopping of floors in bathroom and classrooms, cleaning and sterilizing of toilet and sinks daily
- Assist with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand-washing, and resting
- Share the responsibility of providing appropriate care for children with disabilities
- Encourage parents to attend monthly meetings, workshops and trainings
- Provide input to co-teacher for Parent/Teacher Conferences, Staffing meetings and Monthly Individual Child Goal tracking
- Maintain positive communication with parents, staff and community members
- Remains up-to-date on information that pertains to the needs of the children in the program including Head Start Performance Standards, childcare licensing regulations and other applicable regulations and practices
- Administers and observes the organizations office operations, policies and procedures
- Volunteerism is encouraged during La Casa's sponsored events
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers
- Other duties may be assigned to meet business needs

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- Infant/Toddler CDA or Associate degree in Early Childhood Education, one year experience in an infant/toddler or related program and Current First Aid, CPR
- Bi-lingual (English/Spanish/ French/Creole/Portuguese)
- Excellent oral, written communication and computer skills
- Interact professionally with other employees and participants
- Professional attire required
- Physically be able to arrange the classroom furniture, children cots, talk to children at eye level and lift 50 lbs.
- Required to sit and walk for long periods
- While performing the duties of this job, the employee is frequently exposed to a variety of weather conditions

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SCHEDULE:

- Monday – Friday, 8:15 am - 4:15 pm (Schedule may vary according to meet Early Childhood Development needs)

TO APPLY:

- Please email your resume with cover letter to: Ecdrecruiting@lacasnwk.org Only candidates being considered for an interview will be contacted.
- Open Date: March 5, 2019 Closing Date: April 5, 2019

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

To learn more about our organization, please visit our website: www.lacasnwk.org

