



# Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206  
Web site: [www.ncsheadstart.org](http://www.ncsheadstart.org) ~ FAX: (707) 822-7962

---

## JOB DESCRIPTION

Northcoast Children's Services  
Head Start

### **CENTER DIRECTOR / CENTER TEACHER COMBINATION PROGRAM TEACHER**

Under the direction of the Regional Supervisor or the State Program Administrator, the Center Director/ Teacher or Combination Program Teacher is responsible for the overall management of the center base or combination program, which serves approximately twelve to nineteen children and their families. This is a non-exempt position.

#### **THE ESSENTIAL JOB FUNCTIONS ARE AS FOLLOWS:**

##### **I. Demonstrate principles of family support\***

1. Develop a trusting relationship with families of enrolled children and make them the senior partner in helping them to improve the quality of life for the entire family.
2. In partnership with families, NCS staff, and involved agencies, make and follow up on referrals and coordinate logistics to insure good communication between family and all involved partners.
3. Plan and implement outreach to ensure full enrollment, strong community support and successful transitions for children and families.
4. Take a lead role in helping parents to: understand the development of their children; grow their parenting skills; ensure their child's safety; and become more involved in their child's education.
5. Conduct parenting education and teach parents to lead parent committee meetings and other support and planning groups.
6. Demonstrate appropriate response to children and families that have experienced physical & emotional abuse, neglect, violence, substance abuse, and mental health concerns and strive to provide resources that address those issues.
7. Regularly observe and assess children and families in relation to developmentally and culturally appropriate norms and standards. Communicate those observations and their indication of strengths and possible concern to families and appropriate staff.

\* For Center Director/Teacher working with a Family Worker, the above would be done in conjunction with or assisting the Family Worker.

## **II. Achieve positive child outcomes through classroom activities**

1. Provide appropriate materials & create, warm, safe and educationally challenging indoor and outdoor environments for children at all developmental levels.
2. Utilize all NCS required screening and assessment tools and performance standard guidance to address child health, nutrition, and development and provide effective follow-up on information gathered.
3. Design and implement with parents an individualized curriculum for all enrolled children based on ongoing observations, screenings, assessments, and parents' desires.
4. Write and implement integrated lesson plans based on an individualized approach to each child.
5. Implement instructional activities, including individual, small and classroom groups; indoor and outdoor experiences; and field trips that all promote language, literacy, mathematics, science, creative arts, social emotional and physical development, and positive approaches to learning.
6. Create a classroom environment that fosters independence and trust through the use of familiar routines, transitions, and predictable responses to children's needs.
7. Provide positive child guidance and appropriate limits and effectively respond to challenging behaviors of children.
8. Organize family conferences, participate in child study teams, case conferences, inter-agency conferences, and IEP/IFSP's.
9. Write objective narrative notes, maintain adequate records, and submit timely, complete and readable documentation and required reports.

## **III. Effective management of classroom**

1. Predict unsafe situations and take precautions; provide child first aid; implement procedures that prevent the spread of infectious diseases; promote oral and physical health; and appropriately respond to emergencies/crises.
2. Effectively supervise, coach, support and train center teachers, team teachers, associate teachers, assistant teachers, special aides, volunteers, and cooks, if applicable.
3. Develop and implement effective classroom management systems through clear and direct communication that insures optimal safety and effective learning for children, classroom volunteers and observing parents; an effective work environment for staff; and appropriate meal service practices.
4. Promote effective teamwork by supporting all members of the team and model a positive non-judgmental attitude in working with staff, volunteers and families.
5. Appropriately address conflicts and differences between staff, parents, and children.

#### **IV. Manage professional growth and development\***

1. Promote high quality interpersonal communication between children, families, peers, support/management staff, and community services/schools and community helpers.
2. Demonstrate self-awareness, self-regulation and motivation to assess own skills. Utilizes those skills and NCS performance reviews and ongoing feedback to make and follow up on plans for professional development.
3. Demonstrate appropriate professional role including: a) an understanding of boundaries, b) maintenance of confidentiality, c) working with allotted budget, d) timely notification to supervisor of absence from any work activity, and e) presenting acceptable behavior at all times.
4. Follow NCS Personnel Policies and other policies, applicable State and Federal regulations and standards, and NCS and Head Start and Early Head Start mission, goals, and plans.
5. Other duties as assigned.

\* In addition to the essential job functions of the Center Teacher, the Center Director or Combination Program Teacher is responsible for:

- Ensuring licensing requirements are met including maintaining current site personnel files and
- Communicating site maintenance needs to the Facilities Manager.

#### **QUALIFICATIONS:**

1. Must meet teacher level requirements on Child Development Matrix. In addition, Center Directors and Combination Program Teachers must have 3 units in Administration. BA/BS Degree in Child Development or related field preferred.
2. Possess a minimum of two years of experience working with preschool children in a group setting.
3. Must possess knowledge of child development and be sensitive to the needs and characteristics of young children and families. Must have the ability to relate well to other staff members, parents and community members. Must be self directed and able to initiate parent and staff activities.
4. Must be able to read and write English effectively.
5. Be self-motivated, open, flexible, and willing to work cooperatively with staff to ensure positive outcomes.
6. Possess the ability to accept, reflect and act upon feedback. Facilitate and model respectful, professional communication and teamwork. Demonstrate a positive attitude. Promote Head Start to children, families, co-workers and community.

7. Must provide evidence of reliable, insured transportation available for travel during working hours.
8. Driver must provide evidence of a valid driver's license and good driving record.
9. Driver must provide evidence of current automobile liability insurance.

### **Physical Requirements**

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to lift and carry objects up to 25 pounds; and children up to 50 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.

### **Health and Safety Training Requirements**

1. Must possess, or be willing to obtain within 30 days, a current pediatric first aid and pediatric CPR certificate.
2. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificate count toward this requirement.
3. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.