

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Head Start Teacher	Wage/Hour Status:	Exempt
Reports To:	Director Head Start	Pay Range:	820/830
Dept./School:	Head Start	Date Revised:	10/23/19

Primary Purpose:

The Head Start Teacher plans and implements developmentally appropriate educational activities in the classroom in compliance with all applicable Federal Performance Standards and the Plano ISD Curriculum.

Qualifications:

Education/Certification:

Bachelor's Degree (required)

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Effective January 31, 2015, ESL certification will be required for all pre-K and elementary teachers in the district.

Special Knowledge/Skills:

Successful completion of the child abuse and neglect state registry check, initial TB testing, and ongoing wellness screenings as required by the Head Start Performance Standards

Major Responsibilities and Duties:

Plan the learning experiences of the children using developmentally appropriate practices outlined by the Plano ISD Early Childhood Curriculum, Texas Pre-K Guidelines and Head Start Performance Standards

Follow guidelines set forth by the Plano ISD Multilingual Department to provide the appropriate services to bilingual and ESL students

Assess and evaluate student learning through anecdotal records, portfolio of work samples, and Plano ISD Early Childhood Assessment

Recruit and involve parents as volunteers and as partners in the teaching/learning process

Maintain updated individual files for each child

Participate in daily planning sessions and serve as the leader of the teacher/instructional assistant team

Assume responsibility for the discipline and management of the classroom under the policy set forth by the Board of Trustees of PISD and Head Start Performance Standards

Serve on Self-Assessment and Advisory Committees when appropriate

Schedule and participate in two home visits and two conferences for each child in the classroom

Assist as needed in registration of new children and families

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Document and track services to Head Start children and families

Take the initiative to develop professional skills appropriate to early childhood development

Be aware and comply with state, district, and school regulations and policies for classroom teachers

Compile, maintain, and file all reports, records, and other documents required

Submit monthly volunteer (in-kind) reports

Attend and participate in faculty meetings and serve on staff committees as required

Follow all rules, regulations, and policies of Plano ISD and the Head Start Program

Follow directives and attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

Supervise assigned teacher assistant(s)

Equipment Used:

Computer, Copier, Laminator, Voice Mail Phone, Fax

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 10-23-19 _____

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____