

Region 9 Education Cooperative

Job Description

POSITION TITLE:	Early Head Start Teacher
Department:	Early Head Start
Program:	Early Head Start
Reports To:	EHS Education Manager
Work Hours:	Minimum 1455 Hours
FLSA Classification:	Exempt
Employment Status:	Full Time
Employment Classification:	Unlicensed Employee
Salary Schedule:	EHS Teacher
Duty Station:	EHS - 2710 Sudderth Drive, Ruidoso, NM 88345

Position Overview

The Early Head Start (EHS) Teacher provides nurturing, developmentally appropriate care and learning experiences for infants and toddlers in a safe and supportive environment. This position supports children's social-emotional, physical, and cognitive development while building positive relationships with families and implementing responsive caregiving practices that promote healthy growth and school readiness.

Key Responsibilities

General and Interpersonal

1. Represent Region 9 programs and member districts in a professional manner.
2. Communicate in a positive, culturally sensitive manner with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
3. Demonstrate promptness and punctuality in reporting to work to ensure continuity, consistency, and quality of services on a daily basis, including attendance at mandatory program meetings.
4. Demonstrate proficient verbal and written communication skills and the ability to manage conflict in a civil, professional and courteous manner.
5. Demonstrate initiative, decision making, and flexibility in the performance of various job functions.
6. Demonstrate basic proficiency with technology, including but not limited to email, organization, time-tracking systems, and other technology platforms necessary to perform the responsibilities required.

EHS Teacher, FY 27

Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Region 9 Education Cooperative

7. Provide inter-departmental planning and programming collaboration and cross-program overflow assistance when needed.
8. Demonstrate understanding of and compliance with the Region 9 Employee Policy Manual.
9. Adhere to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
10. Support the Region 9 mission, vision, values and goals.

Department/Program Job Duties/Competencies:

- Understanding and compliance with the REC9 employee policy manual, R9 Head Start/EHS Policy Manual, and the Time Clock system are required. Perform the functions of this position with a strong understanding of the Head Start Performance Standards, Head Start Act, PreK Standards, licensing, and program's Policies and Procedures.
- Check emails daily and respond in a timely and professional manner.
- Maintain a 4:1 ratio at all times. Adhere to all safety and supervision of infants and toddlers at all times, including rest time, diaper changing and potty training, and outdoor time.
- Responsible for planning and implementing the established curriculum on a weekly lesson plan that addresses the HS Early Learning Outcomes Framework, School Readiness Goals, Individual child goals, IFSP goals, and that are developmentally appropriate for the assigned age group.
- Guide and facilitate effective classroom management by creating a warm, nurturing, safe environment that supports the maximum learning potential for infants and toddlers.
- Maintain comprehensive and ongoing assessment through the established program tool for each child, including daily entry of observations and/or anecdotal records.
- Demonstrate proficiency in implementing all areas of QCIT (The Quality of Care for Infants & Toddlers).
- Support the social and emotional development of children through the implementation of Conscious Discipline.
- Advocate for children in the classroom who are suspected to have a developmental delay by providing required documentation to the Disabilities Coordinator for referrals of children with suspected disabilities. Follow IFSP goals for each service area, and individualize for children receiving services on lesson plans.
- Establish and maintain a safe, healthy learning environment by following the cleaning and sanitation schedules both indoors and outdoors.
- Ensure children are actively supervised at all times, including in the classroom and bathrooms, during transitions, on the playground, in the cafeteria, and any other time during the school day. Conduct name-to-face checks accurately, count the children in and out, and follow all other active

EHS Teacher, FY 27

Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Region 9 Education Cooperative

supervision procedures. Understands the consequences when a child is left unattended and/or lost when being cared for in our program.

- Change diapers and assist with toileting, potty training, and self-help skills.
- Assist in the transition of children from EHS to Head Start by participating in a transition meeting/staffing.
- Encourage parent involvement in the Early Head Start program and participate in the PFCE activities scheduled throughout the year.
- Schedule and facilitate home visits and parent conferences to discuss the child's individual development and goals.
- Uses Child Plus to data-enter case notes, attendance, home visits/parent-teacher conferences, developmental screening results, and any other required documentation.
- Participate in Family Style Dining and follow all meal policies and procedures.
- Participate in pre-service training and attend not less than 24 hours of professional development per year. Participate in staff meetings and R9 all staff meetings throughout the year as scheduled, and any other professional development pertinent to the job. Complete all the required ECECD training and Region 9 training within the allotted time frame.
- When receiving feedback on weekly, monthly, and quarterly ongoing monitoring reports and classroom observations, make the necessary changes based on the outcome of the report or observation.
- Complete and submit required forms and records in a timely and accurate manner.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications

- A Child Development Certificate (CDC) or Child Development Associate (CDA) is required, or is pursuing a CDC or CDA as outlined in a professional development plan, and can submit transcripts & grades to show progress towards completion. Must have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. If the applicant does not currently hold a CDA or CDC, they must obtain a CDC within 1 year of hire and adhere to a professional development plan and timeline of completion.
- One year of successful work experience in early childhood, public schools/institutions of higher education or other agencies in early childhood settings is preferred but not required.

EHS Teacher, FY 27

Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Region 9 Education Cooperative

- Requires the ability to speak, read, and write effectively in English, as well as the physical capability to perform required job duties. Good written and verbal communication, interpersonal skills, organizational skills, time management, and computer skills. Computer experience in the areas of word, database management, email, spreadsheets, and data collection and analysis is essential.
- Must demonstrate dependability, cooperation, loyalty, responsible attitude and behavior. Must demonstrate a willingness to work in a cooperative working environment in a team setting with another teacher. Must be willing to participate in occasional evening events. Must be able to pass a criminal history background check before hire date, complete an initial health screening, and TB test. Other qualifications determined necessary by the Early Head Start Director or Executive Director.

Working Conditions

- Works in active infant and toddler classroom environments with frequent noise and activity levels
- Frequent interaction with children, families, and staff
- Requires the ability to lift, carry, bend, kneel, sit on the floor, and actively supervise infants and toddlers indoors and outdoors
- May assist children with feeding, diapering, toileting, sleeping routines, and daily care needs
- Participates in outdoor play and activities in varying weather conditions
- May occasionally attend evening meetings, trainings, or family engagement events
- Requires maintaining a clean, safe, and organized classroom environment
- Must manage multiple responsibilities while maintaining confidentiality and professional communication

Physical Requirements

- **SITTING TASKS**
 - Sitting is a frequent requirement 34 - 66% of the time
- **WALKING TASKS**
 - Walking is an essential requirement up to 75% of the time
- **STANDING TASKS**
 - Standing is an occasional but essential requirement up to 34-66% of the time
- **SPRINTING/RUNNING**
 - Sprinting/running is an occasional requirement to ensure child safety and respond to emergencies
- **FLEXIBILITY**
 - Bending or twisting at the neck is an occasional requirement up to 34-66% of the time
 - Bending or twisting at the trunk is an occasional requirement up to 34-66% of the time
 - Squatting/stooping/kneeling is an occasional but essential requirement up to 34-66% of

EHS Teacher, FY 27

Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Region 9 Education Cooperative

- the time
- Reaching above the head is an occasional but essential requirement up to 33% of the time
- Reaching forward is an occasional but essential requirement up to 34-66% of the time
- Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 34-66% of the time
- **USE OF ARMS AND HANDS**
 - Manual dexterity is a continuous requirement
 - Finger dexterity is a continuous requirement
- **LIFTING 10 - 25 POUNDS**
 - Lifting 10 - 25 pounds is an essential requirement 34-66% of the time
 - Lifting above the shoulders is an occasional requirement
 - Lifting above the waist is a frequent but essential requirement
 - Lifting above the knees is an essential requirement
- **LIFTING 26 - 50 POUNDS**
 - Lifting 26 - 50 pounds is an occasional but essential requirement up to 33% of the time
 - Lifting items above the shoulders is a rare requirement
 - Lifting items above the waist is an occasional but essential requirement
 - Lifting items above the knees is a frequent requirement
- **LIFTING 50 - 75 POUNDS**
 - Lifting over 50 pounds is not typically required; team lifting or mechanical assistance should be used when necessary
- **PUSHING AND PULLING**
 - Pushing and pulling 75 pounds and over is not a requirement
 - Pushing and pulling 50 - 75 pounds is an occasional requirement
 - Pushing and pulling 25 - 50 pounds is a frequent requirement
- **CARRYING TASKS**
 - Vision
 - Being able to see at a distance is a frequent requirement
 - Being able to see closely is a continuous requirement
 - Having depth perception is a frequent requirement
 - Hearing
 - Being able to hear in a quiet environment is a frequent requirement
 - Being able to hear in a noisy environment is a continuous and essential requirement
 - Being able to locate noise is a frequent and occasional frequent
 - Being able to differentiate sounds and noise is a frequent requirement
 - Speech/Communication
 - Communicating through written and spoken language is a continuous requirement
- **USE OF PROTECTIVE EQUIPMENT**
 - Disposable gloves are required during diapering, toileting assistance, first aid, and when handling bodily fluids
 - Additional personal protective equipment may be required in accordance with agency health and safety procedures

Note: These duties are neither exclusive nor exhaustive, and the employee may be required to undertake other duties and responsibilities as assigned. This job description will be reviewed annually and

EHS Teacher, FY 27

Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Region 9 Education Cooperative

may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations.

Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to perform the duties outlined in this job description to the best of my ability.

Employee Name: _____

Date: _____

Employee Signature: _____

EHS Teacher, FY 27

Region 9 does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.