HEAD START OF YAMHILL COUNTY

1006 NE 3RD STREET (SUITE A), MCMINNVILLE, OR 97128

TEACHER JOB DESCRIPTION

Revision Date: 11/2026	**Position Number:** HSYC-07-21-T
Position Title: Teacher	**Pay Range:** $24.27 - $27.89 depending on education level Full Time with Benefits
Reports to: Education Supervisor	
FLSA Status: Non-Exempt	
Positions Supervised: Teacher Assistant, Classroom Aide	

GENERAL DESCRIPTION

Responsible for leading classroom teaching team in preparation of three- to- five-year-old children socially, emotionally, and academically for kindergarten. Create lesson plans, observe and document child progress, and complete all mandated screenings and assessments. Hold home visits and child goal conferences to support parents as their children's first and life-long teachers, to keep teacher and parent on the same page, and ensure goals are on track for child/family success. Supervision of Teacher Assistant and Classroom Aide, substitutes and volunteers.

MINIMUM QUALIFICATIONS:

1. Knowledge of, or a willingness to learn:
   - Child Development
   - Trauma Informed Care
   - Early Child Education
   - Developmentally Appropriate Practices
   - Classroom management
   - Children with challenging behaviors
   - Children and parents with special needs
   - About at risk children and families and how to support them
   - Developmental Parenting
   - Social/Emotional and Behavioral Management and Curriculum
   - Problem Solving Curriculum and techniques
2. Demonstrate a competency to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the "Head Start Early Learning Outcomes Framework: Ages Birth to Five" and applicable state early

learning and development standards, including children with disabilities and dual language learners, as appropriate.
3. Experience or training in providing social services or parent training for families as needed
4. Understand and demonstrate ethical practices as listed in the NAEYC Code of Ethics
5. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
6. Computer literate
7. Warm tone of voice
8. Enthusiastic, energetic, compassionate, sensitive, and respectful personality
9. Reliable transportation

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. AA/AS, BA/BS or MA/MS degree in Early Childhood Education, Child Development or other equivalent degree, including an Oregon Registry Online Step 9 or higher REQUIRED
2. Experience working with preschool children in a classroom setting
3. Experience working with high-risk families is preferred

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers
2. Able to and willingness to be energetic, compassionate and enthusiastic while working with children, families, staff and community members
3. Warm tone of voice
4. Represent the organization to the public in a professional manner
5. Ability to read, speak, and write with proficiency in English language
6. Bilingual/Bi-literate English/Spanish is preferred
7. Ability to use various types of equipment to communicate; e-mail, fax, telephone, and face-to-face meetings
8. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families
9. Ability to participate in effective conflict resolution practices

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check
2. Pre-employment physical and throughout employment
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources training
5. Obtain Food Handler's permit within 30 days of hire*
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the CPR/1st Aid Certification within 90 days of hire
8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 30 days of hire

9. Obtain the Foundation for Learning within 90 days of hire
10. Registered in Oregon Registry Online (O.R.O.) **
11. Reliable transportation

*not required for administrative office staff/ those not typically in the classroom

**required for all classroom staff, education support staff and education supervisors

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Provide a safe, clean, developmentally appropriate environment which allows children to:
    a. learn about good health, nutrition and safety practices, including participation in bus and pedestrian safety
    b. experience about large and small motor development through a variety of indoor and outdoor activities, materials, and equipment
    c. build knowledge of and skill in language, literacy and cognitive development through a variety of activities daily
    d. experience a classroom environment that represents a variety of cultural, ethnic, diverse populations
    e. experience a classroom environment that is reflective of the families and children that our program serves
    f. experience opportunities for children to express thoughts and feelings verbally and non-verbally
2. Teachers are responsible for:
    a. developing an age-appropriate schedule, daily program and curriculum for preschool children (Creative Curriculum)
    b. providing activities and interactions with children, which promote positive feelings about self and learning, thus promoting social and emotional development (Conscious Discipline, PBIS, Second Step)
    c. regularly observing, entering documentation and assessing children's developmental progress.
    d. use observations and assessments to collaboratively make individual child educational goals with parents according to HSYC expectations
    e. plan individualized activities related to children's goals in weekly lesson plans
    f. encouraging and supporting dual language learning opportunities and processes program-wide at all levels
    g. planning and completing all required parent-teacher conferences and education home visits working with families to provide appropriate educational activities for children and families
    h. coordinating transition activities with the Specialized Services Coordinator
    i. completing ASQs and/or ASQ-SE with every family within the first 45 days of enrollment
    j. collaborating with Specialists and Coordinators to best serve children with special needs including mental health, disabilities, and health issues
    k. coordinating with the Specialized Services Coordinator in children's special needs processes including child assessment, working with professionals, IFSP

development and transition services. Use goals from IFSPs to plan individualized activities in lesson plans and home visits to support these goals

l. ensure all child tracking systems (Child Plus) are current and information is entered regularly
m. establishing positive and productive relationships with assigned families; foster the belief that parents are their child's best teacher and support parents with understanding child development and developmentally appropriate parenting skills, and modeling these skills as needed
n. coordinating and attending all required meetings and trainings which include: parent meetings, weekly team meetings, center meetings, reflections, components, all staffs and home visits
o. participation in case management reviews and in related documentation of services
p. serving as Bus Monitor as needed including using bus as an extension of the classroom; engaging children with: songs, finger-plays, stories and conversations
q. participation and modeling of appropriate table manners during meal times with children
r. demonstrating the ability to work under stress and to be flexible
s. demonstrating the ability to work as a team member

ADDITIONAL JOB DUTIES:

1. Complete all data entry, reports, documents, forms and monitoring which includes case notes, cycle reports, timesheets, mileage, child assessment and outcomes within required deadlines
2. Assure that the classroom is supplied with necessary supplies and materials and assume responsibility for use of space, materials and equipment
3. Assure that resources are used effectively
4. Daily class evaluation between teaching staff
5. Demonstrate the ability to manage a flexible 40-hour work week, which could include evenings and early mornings
6. Perform other related duties as assigned

OTHER RESPONSIBILITIES:

1. Participate in a minimum of 15 clock hours of professional development, per year
2. Willingness to participate in and learn from the Head Start of Yamhill County's research based, coordinated coaching strategies continuously
3. Willingness to participate in and learn about Conscious Discipline
4. Supervise and give direction to Teacher Assistant and Classroom Aide to support their professional growth by allowing them time to teach on a regular basis, reflective conversations regarding teaching and coaching to further enhance their development and skill in classroom management, Developmentally Appropriate Practice, Head Start Philosophy and PBIS.
5. Act as a Mentor and give direction to Substitutes, Parents, and Volunteers to support their professional growth
6. Participate in training, and evaluating Volunteers, Substitutes, Bus Drivers, and Cooks

PHYSICAL DEMANDS:

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. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; and run after and with children on a regular basis.

1. Ability to lift up to 80 pounds with assistance

MENTAL DEMANDS:

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively
3. Ability to use good judgment with at-risk client populations

WORK ENVIRONMENT:

The work environment characteristics 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 following essential functions:

1. Exposure to outside weather conditions for extended periods of time regardless of weather conditions
2. Driving in all conditions
3. Exposure to indoor environments
4. Exposure to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

_____ _____

Signature **Date**

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.