

Head Start Teacher (8 AA) (9 BA)

Head Start · Varies, Minnesota

Job Title: Head Start Teacher

Department: Head Start

Supervisor: Site Manager

FLSA Status: Non-Exempt

Job Status: Part-time, 28 hours per week, Program year

RESPONSIBILITIES

The Head Start Teacher plans, prepares, and teach center days that provide a comprehensive Head Start experience that meets the requirements of the Head Start Performance Standard to include an organized series of experiences that align with the curricula. Serve and evaluate children's progress, basing program planning and individualization on child outcomes data with the goal of improving children's readiness for school. Complete record-keeping, child assessments, communication, case notes, data collection, and other participant documentation as required.

KEY DUTIES:

Classroom

- Plan, prepare, and lead daily classroom activities.
- Support each child's individual needs, abilities, and differences.
- Design and implement learning experiences that promote intellectual, emotional, and physical development.
- Conduct child assessments with accuracy and consistency.
- Supervise and guide classroom staff.
- Coordinate services and supports for children with disabilities.
- Integrate nutrition, health, and wellness activities into the classroom.
- Model and uphold Semcac's Code of Conduct and Behavior Guidance Policy.

Family Engagement

- Promote and encourage family involvement in the program.
- Support families in preparing children for successful transitions to their next educational setting.

Community

- Assist with the recruitment of eligible Head Start children.
- Collaborate with community partners to support child and family needs.

EDUCATION AND EXPERIENCE:

- AA or BA degree in Early Childhood Education, or a related field as defined by the Office of Head Start, or obtained a CDA credential and enrolled in a 2-year or 4-year Early childhood program.
- CPR and First Aid certification or willingness to obtain.

General Duties (for all Head Start Staff):

- Respect family cultures, languages, and values.
- Maintain confidentiality and act as a mandated reporter.
- Support recruitment and enrollment efforts.
- Participate in professional development and required trainings.
- Promote diversity, equity, and inclusion.

Physical Requirements:

- Frequently use hands and fingers for computer work, including typing and data entry. Remain in a stationary position for extended periods while working at a computer and using standard office equipment. Frequently read and review documents, screens, and data reports.
- Regularly reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds.
- Exposure to typical classroom environments with small children (noise level, lighting, movement, etc.). Required to stand, move about, use hands and fingers, reach with hands and arms, and position themselves (including stooping, kneeling, bending, crouching, crawling, or sitting on the floor) to meet the needs of children.
- Ability to travel between program sites and community locations; may require operating a personal or agency vehicle.

KNOWLEDGE AND SKILLS:

- Strong verbal, written, and interpersonal communication skills.
- Proficient computer and keyboarding skills.
- Ability to work effectively as part of a team and provide leadership when needed.
- Knowledge of child development, service integration, and issues affecting low-income families in the service area.
- Skilled in problem-solving and conflict resolution.
- Ability to travel regularly within the six-county service area and occasionally beyond for meetings, workshops, and conferences.
- Reliable transportation, attendance, and dependability.
- Successful completion of background check, medical exam, and required health screenings per Head Start regulations.

Semcac 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.

Semcac is an equal opportunity employer.

Note to applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS DESCRIBED IN THIS JOB DESCRIPTION. Are you capable of performing, in a reasonable manner, with or without reasonable accommodation, the activities described in this job description?

Please check one:

- YES
- NO

Employee Signature and Date

Supervisor Signature and Date

Director Signature and Date

Prepared By: Tara Blom Revision Date: 06/30/2025 Approved By: Jeff Rogness Approved Date: 06/30/2025
