

# Head Start Teacher

Head Start · Varies, Minnesota

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**Job Title:** HS Teacher 8 or 9

**Site:** \_\_\_\_\_

**Department:** Head Start

**Reports To:** Site Manager

**FLSA Status:** Exempt

**JOB STATUS:** Full-time (36 – 40 hours/week), 10 months per year.

**RESPONSIBILITIES:** Plan, prepare, 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.

## **EXAMPLES OF DUTIES:**

- Plan, prepare, and conduct center classroom days
- Assure children's individual needs and differences are met
- Plan and implement learning experiences that advance the intellectual, emotional, and physical development of children
- Complete child assessments with fidelity
- Encourage family engagement in the program
- Supervise classroom staff
- Coordinate and provide services for children with disabilities
- Facilitate the transition of Head Start children to the next educational facility
- Coordinate and integrate nutrition and health activities into the classroom
- Assist with grantee efforts in recruitment of Head Start children
- Support and Model Semcac's Code of Conduct and Behavior Guidance Policy and Procedure

## **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

## **KNOWLEDGE, ABILITIES AND SKILLS:**

- Effective verbal and written communication skills and demonstrated interpersonal skills
- Computer/keyboarding skills required
- Ability to work as part of a team and provide team leadership

- Knowledge and understanding of child development
- Demonstrated skills in problem-solving and conflict-resolution strategies
- Reliable mode of transportation
- Reliable, regular attendance
- Knowledge and understanding of child development, integration of services and of issues faced by low-income people in the six (6) county area
- Must have satisfactory completion of background check
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations

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*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.*

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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

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Employee Signature and Date

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Supervisor Signature and Date

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Director Signature and Date

**Prepared By:** HSLT  
**Date:** 06/30/2024  
**Date:** 06/02/2025  
**Approved By:** Jeff Rogness  
**Approved Date:** 06/30/2024

**Revision**  
**Reviewed**