

**NEIGHBORS IN NEED OF SERVICES, INC.
(NINOS, Inc.)**

JOB TITLE: Teacher

SUPERVISOR: Area Manager

WORK SITE: Assigned Center

MINIMUM QUALIFICATIONS:

This position requires a person who is at least eighteen (18) years of age. This person must possess a CDA credential with two years experience in a pre-school classroom. Must have a minimum of twelve college hours in the degree plan toward the Associates Degree in Early Childhood Education. Must have no criminal record or criminal charges pending. Must possess a valid drivers license, reliable transportation with liability insurance.

PREFERRED QUALIFICATIONS:

- Bachelor or Associates Degree in Early Childhood Education and a CDA Credential.
- Bilingual, English and Spanish – be able to read, write and speak English and Spanish.
- Be a local resident of Cameron or Willacy County.
- A person sensitive to the needs of the poor and disadvantage.

GENERAL RESPONSIBILITIES:

- This person is responsible to hold CPR/First Aid Certificate.
- This person will be in charge of the assigned Early Head Start/Head Start classroom.
- Responsible for the overall operation and management of the classroom.
- Must work in a team teaching approach with a teacher aide and insure that all curriculum activities and program Performance Standards be implemented in the classroom.
- Responsible for the proper nutrition of all children.
- Assist in formulation and maintaining records of individual children in the classroom.
- Responsible for the care of classroom equipment, materials and supplies.
- Responsible for daily/weekly classroom lesson plan.

- Will assure that all screening activities are conducted and follow-up is completed.
- Designs Individual Education Plans (IEP) as needed.
- Supervises teacher aide and delegates responsibilities so team teaching is enhanced.
- When necessary will be expected to attend staff training through pre-service, in-service workshops, and out of town Conference.
- Must acquire a minimum of twelve college credit hours per calendar year (January-December) toward an Early Childhood Education Associate Degree.

PHYSICAL REQUIREMENTS OF ESSENTIAL DUTIES:

- Averages three hours of sitting, three hours of standing, and two hours of walking in a usual workday.
- Requires occasional crawling after children and/or during classroom exercises, and requires frequent balancing and twisting.
- Occasionally, employee needs to carry up to 50 pounds.
- Uses lower extremities frequently in simple/firm grasping and fine manipulation.
- Maintains head/neck continuously in flexing movements and occasionally in static position & rotational/extension movements.
- Need appropriate or corrected vision, requires ability to judge distance and space relationships, uses peripheral vision while eyes are fixed, uses eye adjustment in doing near point work, and requires ability to identify and distinguish colors.
- Frequent speaking/hearing abilities with staff, co-workers, parents and supervisor.
- Performs annual survey that exposes body to injury and/or accidents outdoors.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Assumes responsibility for the direction, control, or planning of activities.
- Encourages/Uses creativity, self-expression, or imagination in performing duties.
- Influences people in their opinions, attitudes, or judgments about ideas.
- Makes judgments or decisions based on measurable or verifiable data.
- Deals with people beyond giving or receiving instructions, is courteous, cooperative, conscientious, and tactful with co-workers, staff, supervisor, and Executive Director.

- Works on repetitive duties according to set procedures with precision and thoroughness.
- When confronted with emergency performs under stress, critical, unusual, or dangerous situations.
- Performs variety of duties often changing from one task to another of a different nature without loss of efficiency or composure.
- Possesses leadership and administrative abilities.

For especially assigned tasks, and/or emergencies to work on weekends, holidays and evenings on request by the Executive Director.

Upon request attend various Child Development Center related meetings or activities, parent monthly meetings, and (on request only) Parent Policy Council Meetings as scheduled by the Executive Director and any other duties assigned by the Executive Director.

Print Name

Employee Signature

Date

Print Name

Director of Human Resource Signature

Date

Print Name

Executive Director's Signature

Date