

## **Head Start Lead Teacher, School Year, 30 hours per week, Auburn location**

### **Requirements:**

#### **State of Massachusetts Department of Early Education and Care License for Preschool Lead Teacher**

Bachelor's Degree in Early Childhood Education or related field is required; supervisory experience preferred.

Teacher's educational philosophy should be compatible with Head Start.

Good verbal and written communication skills.

Ability to speak Spanish as a second language is preferred.

Basic computer skills and working knowledge of Microsoft Office applications.

Must work cooperatively and effectively with a diverse population.

#### **Additional Requirements --** Valid driver's license and reliable transportation.

Must meet physical requirements to include CPR and First Aid Certification, ability to lift a child up to 50 lbs. and ability to perform light housekeeping in the classroom.

Ability to successfully complete all Background check requirements including CORI/ DCF/SORI.

#### **Special Certification or Documentation --**

##### **DEEC Certified in Lead Teacher**

Mantoux test required per DEEC

Mandatory physical every 2 years per DEEC.

First aid and CPR certificates for infants and children.

#### **Duties and Responsibilities --**

Design and implement the day to day program and activities. Complete weekly lesson plans, child observations, outcomes, assessments, individualization forms, logging parent and child contacts in data bases as well as other forms of paperwork as required by the Program.

Practice Head Start standards of family style meals including eating with children.

Provide technical support to teachers in planning, organizing and implementing the daily program, serving as a role model for behavior, speech and sensitivity to children and family issues and give appropriate feedback on a daily basis.

Maintain confidentiality of information regarding children's records and information pertaining to the Center and/or WCAC Head Start Program.

Supervise, train, mentor and evaluate classroom staff providing monthly observations and feedback.

Complete formal performance evaluation on classroom staff annually in accordance with Agency policy.

Participate in training events and staff meetings (day and evening) taking advantage of opportunities for professional and personal development.

Comply with the WCAC Head Start Abuse and Neglect reporting procedures.

Collaborate and meet with the Family Advocate on a weekly basis and as needed.

This is a part time School Year position with an excellent benefit package to include Blue Cross Health and Dental, professional development and generous paid time off. Send cover letter and resume specifying position to Human Resources Department, Worcester Community Action Council, Inc. 484 Main Street, 2nd Floor, Worcester, MA 01608 or [hr@wcac.net](mailto:hr@wcac.net). AA/EOE.