



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

Lead Teacher, School Year, Full Time (37.5 Hours)

WCAC is seeking a full time, school year Lead Teacher in our Southbridge Head Start program. The Lead Teacher is responsible for planning and implementing a developmentally appropriate program that contributes to children's overall growth, self-esteem, social competence, development and safety. In addition, the Lead Teacher will supervise, train, mentor and evaluate classroom staff.

Qualifications:

- Department of Early Education and Care License, Lead Teacher required.
- Bachelor's Degree in Early Childhood Education or related field required.
- Supervisory experience preferred.
- Teacher's educational philosophy should be compatible with that of Head Start.
- Good verbal and written communication skills.
- Basic computer skills and working knowledge of Microsoft Office applications including Outlook. Ability to learn Agency databases.
- Ability to speak Spanish as a second language, preferred, other languages a plus.
- Must work cooperatively and effectively with a diverse population.
- Evening hours may be required to meet the needs of the families and programs.
- Physical ability to perform the job with reasonable accommodation including; ability to lift a child up to 50 pounds and bend to speak with child at the child's level, ability to physically set up and break down classrooms, including moving furniture and light housekeeping, and the ability to see and hear with reasonable accommodation.

Special Certification or Documentation:

- Valid driver's license and reliable transportation.
- Ability to successfully complete a CORI/SORI/DCF review every two years.
- Mandatory physical every two years and evidence of negative Mantoux, required by DEEC. Hepatitis B (optional).
- First Aid and CPR certificates for infants and children.

Duties and Responsibilities:

- Maintain the knowledge and expertise to practice the Head Start/Early Head Start philosophy and objectives as outlined in the Performance Standards, UPK, and QRIS.
- In accordance with Head Start Standards and DEEC regulations ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Design and implement daily programs/activities.
- Use space, material, and routine as resources for constructing an interesting and safe environment that encourages exploration and learning indoors and outdoors.
- 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 an open, friendly and informative relationship with each child's family, encouraging their involvement in the program.
- Conduct two home visits and two parent/teacher conferences per year, and other parent conferences as needed.
- 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 & evening), taking advantage of opportunities for professional and personal development.
- Treat children for minor first aid and illness, which includes checking children's heads on a weekly basis for head lice.
- Collaborate and meet with the Family Case Manager on a weekly basis and as needed.
- Maintain cleanliness of classroom to include organization throughout the program year as well as at the end of the year.
- Comply with the WCAC Head Start Abuse and Neglect reporting policies.

- Maintain confidentiality of information regarding children's records relating to the center and/or WCAC Head Start program.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to hr@wcac.net. AA/EOE.