Job Title	**Classroom Teacher**
Program	**Head Start/UPK**
Supervisor	**Teacher/Center Director**
Classification	**Non-exempt**
Grade	**N-6(c)**
Approved:	**03/20/2025**

Job Purpose:
The Classroom Teacher works in the Head Start program that supports children, ages 3-5 from low-income families, to develop skills needed to be successful in school. Some Classroom Teachers also work in the UPK program. Responsibilities include planning and conducting daily classroom activities, conducting screenings and assessments, parent-teacher conferences and home visits, record keeping, and supervising Assistant Teachers and classroom volunteers.

Duties:
- Work as a member of the classroom team to plan, set up, direct and carry out daily classroom activities
- Complete required screenings and assessments, facilitate referrals, and special services if needed
- Conduct home visits and parent-teacher conferences
- Maintain accurate and up-to-date records on each child enrolled in the classroom
- Recruit and involve parents and volunteers in classroom activities
- Supervise Assistant Teachers and classroom volunteers
- Attend in-service and regional training sessions
- Assume managerial duties in the absence of the Center Director
- Assist in maintaining full enrollment and viable wait lists by participating in outreach opportunities and promoting the program in the community
- Assist with obtaining program in-kind
- Complete all documentation and reports required for program compliance and measurement of performance targets
- Strictly uphold confidentiality of clients, employees, and agency business inside and outside the agency
- Perform other duties as assigned

Minimum Education and Experience:
Bachelor's degree in early childhood education or a related field; one year of experience in an early childhood program; NYS Teacher Certification (for UPK program teachers only); valid, unrestricted New York State driver's license and reliable transportation

Expected Skills:
Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability

Working Conditions:
Typical pre-school environment and equipment; local travel; occasional work in client residences; possible exposure to childhood diseases