



Job Title	Early Head Start Classroom Teacher I
Program	Head Start
Supervisor	Early Head Start Classroom Teacher II
Classification	Non-exempt
Grade	N-6(b)
Approved:	03/20/2025

Job Purpose:

The Early Head Start Classroom Teacher works in the Head Start Program that supports children, 18 to 36 months from low-income families to develop the skills needed to be successful in school. Responsibilities include planning and conducting daily classroom activities, conducting screenings and assessments, parent-teacher conferences and home visits, record keeping, and supervising Early Head Start 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
- Attend in-service and regional trainings
- 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 or a related field with a focus on infant and toddler development; one year of experience in an early childhood program; 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 day care center and equipment; local travel; occasional work in client residences; possible exposure to childhood diseases