

**Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL OPENING

POSITION: TEACHER SPECIALIST

WORKSITE: 615 N. 19th St. Billings/Laurel/Lockwood sites

RATE: \$467.64 - \$600.00 per week
Depending on education/experience

OPENING DATE: August 15, 2017

CLOSING DATE: until filled

JOB DUTIES: See Attached Job Description

QUALIFICATIONS: *The minimum requirements to be qualified as a Teacher under Head Start standards are: 1) Baccalaureate or advanced degree in Early Childhood Education; OR 2) a Baccalaureate or advanced degree in a related field, college coursework equivalent to a major in early childhood education, and experience teaching preschool age children; OR 3) an Associate's Degree in Early Childhood Education.*

WORK SCHEDULE: 36 hours per week

HOW TO APPLY: Submit Current Resume, Transcripts
& Completed Head Start Application Form

**Human Resource Director
Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

Head Start, Inc. is an Equal Opportunity Employer

Position Description Head Start, Inc.

Functional Title: Teacher Specialist
Supervisor: Education Director
Grade: 7
FLSA: Exempt
Position Status: 36 hours/week 43.5 weeks/year

Position Summary

The Teacher Specialist provides specialized instruction in art, music, movement or other specialized areas of learning for Head Start students. This position will rotate between classrooms at all Head Start sites.

DUTIES AND RESPONSIBILITIES

Planning:

- Follow procedures and directions established in the Head Start Teacher Manual.
- Prepare the learning environment so that it encourages discovery, experimentation and creative play.
- Plan, organize and execute daily lesson plans based on developmentally appropriate practices and using research-based methods and materials.
- Use observations and data to individualize lessons to meet children's developmental needs.

Supervision & Guidance:

- Implement a positive approach to guidance and behavior management that focuses on a child's strengths, take a developmental view of behavior, and help the child to learn new behavioral and social skills.
- Provide classroom structure and routines that assist young children in learning self-regulation and developing independence in self-care.
- Supervise children at all times to ensure a healthy and safe learning environment for children inside and outside the classroom.

Teaching

- Actively participate with children daily, both indoors and outdoors.
- Incorporate both child-guided and adult-guided educational experiences, taking advantage of both planned and unexpected learning opportunities.
- Encourage every child to explore, experiment, and be creative.
- Instill a love of learning.

Assessment:

- Regularly collect and record observations and data on children's progress toward curriculum goals.

Collaboration:

- Work collaboratively with classroom staff to plan specialized activities, determine roles of each staff member, implement lessons, and reflect on results.

Other:

- Regularly communicate with supervisor regarding classroom status.
- Must maintain regular job attendance during the program year.

ESSENTIAL SKILLS

- Maintain self-control and manage difficult or emotional situations with tact and professionalism.
- Communicate clearly, both orally and in written format.
- Be organized to ensure timely and accurate documentation of required records and reports.
- Demonstrate respect and sensitivity at all times for cultural, racial and economic differences.
- Treat others with respect and consideration to foster a teamwork environment.
- Support and advocate Head Start's mission and philosophy.
- Be able to use computer technology and understand its application to organizational and/or departmental function.
- Engage parents and families and forms mutually supportive relationships with them.

EDUCATION AND EXPERIENCE REQUIREMENTS:

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk, run and sit. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee supervises children indoors and outdoors, is exposed to changing weather conditions, travels by vehicle, and will work in varied residential environments. Noise level is usually moderate to loud.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.