



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name: Early Head Start	
Job Location 1 New York Avenue	
Job Title: EHS Co-Teacher	
Reports to: Jane Mello	Title: EHS Program Director

Hours: 8 am to 4pm	FLSA Status <u>Exempt</u> Nonexempt	Type of position: <u>Full-time</u> Consultant/Contractor Part-time Intern	Other comments: Eligible for Competitive Medical Benefits, Paid Time off, Paid Holidays, and Retirement Fund.
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The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

JOB DUTIES

An Early Head Start co- teacher nurtures children and creates a safe and engaging environment for children and families by employing curricula that is developmentally appropriate and meets the needs of children from diverse backgrounds. An Early Head Start co-teacher evaluates the progress on an on-going basis and implements the necessary modifications. An Early Head Start co-teacher makes sure the required documentation is completed and complies with the standards set by the National Head Start program. Early Head Start teachers also often conduct parent/teacher conferences and in-home visits to meet performance standards.

ROLES AND RESPONSIBILITIES

The day-to-day responsibilities of the EHS Teacher include, but are not limited to:

- Assist in setting up environment (indoor/outdoor)
- Integrate all EHS components into classroom time
- Use developmentally appropriate practices to facilitate activities with groups and individuals
- Implement Teaching Strategies Creative Curriculum and GOLD assessment
- Follow a consistent schedule that meets individual needs, including small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making
- Provide an atmosphere that promotes and reinforces parental involvement in the classroom
- Work with and encourage parent and community volunteers
- Work with special needs staff in the classroom to develop a collaborative approach that benefits all children in the classroom and meets the needs as specified on the IFSP
- Participate in trainings and professional development
- Develop and utilize daily plans, which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of EHS children
- Sanitize classroom equipment and do laundry.as needed
- Assist with meal service as needed
- Maintain good attendance and punctuality

- Maintain the highest standards of personal cleanliness, and present a neat and professional appearance at all times
 - Maintain a professional attitude and loyalty to the organization at all times
 - Follow instructions given by the director

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Must hold at least an Infant and Toddler Child Development Credential (CDA)
- Must obtain Health Examination including TB test and Background check immediately prior to hiring
- Must have good English communication skills
 - Ability to relate, with sensitivity, to parents/guardians and children
- Certified in first aid and CPR a plus
- Bilingual (Spanish/Portuguese) a plus

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org) with the subject line “Co-Teacher”