



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Early Head Start		
Job Location:	1 New York Avenue		
Job Title:	Early Head Start Teacher		
Reports to:	Guadalupe Fins	Title:	Early Head Education and Disability Manager

Hours:	FLSA Status ☒ Exempt ☐ Nonexempt	Type of position: ☒ Full-time ☐ Consultant/Contractor ☐ Part-time ☐ Intern	Other comments: Full Time position - Eligible for Competitive Medical Benefits, Paid Time off, Paid Holidays, and Retirement Fund.
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ORGANIZATION DESCRIPTION

The Ironbound Community Corporation (ICC) is a 55-year old 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, community development initiatives and family services.

An Early Head Start 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. Evaluates the progress on an on-going basis and implements the necessary modifications. An Early Head Start 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

- Set up the 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.
- Work with and encourage parents and community volunteers.
- Participate in training 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
- Other duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Must hold at least an Infant and Toddler Child Development Credential (CDA).
- Must obtain a 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.

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples of this value in action are:

- Teachers see the parents as the primary educators of their children and encourage their engagement in the program despite differences in culture or anything else.
- Teachers in a classroom listen to each other and take each other's suggestions when planning for the children.
 - Teachers get to children's level, look them in the eye, and listen attentively as they speak.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve. Examples of this value in action are:

- Teachers are flexible and make changes to the visiting schedules to accommodate parent's needs.
- Teachers promptly report any needs or concerns about the children or the families to the proper staff.
- Teachers comfort children and parents during times of transitions and calmly give them time to adapt to the classroom environment.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback. Examples of this value in action are:

- Teachers encourage parents to engage in all areas of the program, including governance.
- Teachers keep parents aware of their child's school experiences through the daily report.
- Teachers hold an open-door policy.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility. Examples of this value in action are:

- Teachers implement the comprehensive research-based curriculum: The Creative curriculum for Infants toddlers and Twos
- Teachers implement the evidence -based, trauma-informed social emotional approach: Conscious Discipline.
- Teachers implement all safety protocols and best practices to the fullest.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened. Examples of this value in action are:

- Teachers are punctual and assiduous
- Teachers promptly make parents aware of any changes in the calendar and remind them of upcoming events.
- Teachers submit or input all documents in the system on time.

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. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. 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.

Salary range/Hourly for this position is commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan. Remote work option available for this position.

If interested, please send a resume and cover letter to elchiring@ironboundcc.org with the subject line "Teacher"