

# NEKCA JOB OPENING

This job is open to NEKCA EMPLOYEES ONLY: (Yes ) or (No , all applicants will be considered)

<b>Posting Date: January 20, 2017</b>	<b>Closing Date: February 6, 2017 or until filled</b>
<b>Job Title: Teacher</b>	<b>Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/></b>
<b>Site Location: Island Pond</b>	<b>POSITION CLASSIFICATION</b> All employees are subject to a 6 month Trial Service Period.  <b>(Permanent <input checked="" type="checkbox"/>) (Temporary <input type="checkbox"/>) (Intermittent <input type="checkbox"/>)</b> Position is grant funded for one year, with possibility for renewed employment

<u>Hourly Range</u>	<u>Hrs/Wk</u>	<u>Wks/Yr</u>	<u>Benefit Package</u>
<b>D.O.E./Credential</b>	<b>37.5</b>	<b>39</b>	<b>Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/></b>

**To apply, send**  
 • Cover Letter  
 • Resume  
 • Three References to:  
[jobs@nekcavt.org](mailto:jobs@nekcavt.org)  
  
 or mail to:  
**NEKCA Human Resources**  
**PO Box 346 – 70 Main Street**  
**Newport VT 05855**  
  
**Phone: (802) 334-7316**  
**Fax: (802) 334-5249**

For more information, see attached or contact the person above.

### NEKCA Mission Statement

Believing in each individual's potential for positive growth and change, NEKCA is committed to empowering those who seek assistance to improve the quality of their lives. We provide direct program activities, referrals, advocacy, and education in a non-judgmental manner to people and communities in the Northeast Kingdom.

**NEKCA is an Equal Opportunity Employer**

## JOB DESCRIPTION

**JOB TITLE: Classroom Teacher**

**NON-Exempt**  X  **EXEMPT** \_\_\_\_\_

**DEPARTMENT: CFDP**

**PROGRAM: HS/EHS**

**POSITION CLASSIFICATION**

**HRS/WK:**

**WKS/YR:**

(Permanent  X ) (Temporary  ) (Intermittent  )  
> 6 months <=6months irregular schedule

37.5

39

All employees are subject to a 6 month Trial Service Period.

- I. a) Supervisor: Center Manager**  
**b) Take additional direction from: CFDP Director**

### **II. Scope:**

- Head Start Teachers are responsible for the development and implementation of developmentally appropriate, child initiated, culturally integrated curriculum for children aged 3 – 5 in a classroom environment, in partnership with families according to Head Start Performance Standards, Content Area Plans, the Vermont Early Childhood Program Licensing Regulations and the NAEYC Code of Ethical Conduct.

**Major responsibilities listed separately**

### **III. Minimum Requirements:**

- Must comply with NEKCA policies if hired
- Must authorize and pass background checks
- Minimum of Bachelor's Degree in Early Childhood Education or related field with coursework in Early Childhood Education required
- Experience working with young children in a group setting
- Work effectively as a team member
- Sufficient transportation to meet job requirements
- Obtain CPR and First Aid Certification within six months of employment
- Effective written and oral communication skills
- Maintain confidentiality
- Commitment to be actively engaged in a continuing process of professional development

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and on the following page(s) are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(Employee  X )

(NV – Volunteer  )

(NNFP/Non NEKCA Funded Personnel  )

**NAME:**

**ID #**

# Job Evaluation

**JOB TITLE: Classroom Teacher**

**IV. MAJOR RESPONSIBILITIES:**

<b>RESPONSIBILITIES EVALUATION: __3 MO. __6 MO. __ANNUAL</b> Due Date: _____ Completed Date: _____		
<b>PERFORMANCE RESULTS:</b> Place a number (3 – 1) to indicate performance. *E = Employee *S = Supervisor		
<b>3 - Role Model</b> = consistently exceeds performance objectives with virtually no detected preventable/controllable errors. Makes significant contributions well beyond normal job responsibilities. Individual requires little direction or supervision.		
<b>2 - Meets Expectations</b> = consistently meets but does not exceed performance objectives, is fully competent and is satisfactorily performing the job.		
<b>1 - Below Expectations</b> = unacceptable performance; below expectations, does not accomplish most or all position objectives.		
<b>RESPONSIBILITIES</b>	<b>E * S</b>	<b>COMMENTS</b>
Carry out duties in compliance with HS Performance Standards, Content Area Plans, Vermont Early Childhood Program Licensing Regulations and the NAEYC Code of Ethical Conduct		
Teachers join children in all settings, observing and engaging them in conversations at eye level to extend and deepen children’s learning		
Attend to the personal care needs of all children in the center		
Maintain accurate, up-to-date files on assigned children		
Participate in completion of HS/EHS Application as requested		
Participate in planning and implementation of registration activities		
Participate per center plan in obtaining heights and weights and sensory screenings for children enrolled after screening day and returning children as requested		
Complete developmental screening within 45 days of child entering the program and incorporate information into weekly planning, classroom set up, and home visits		
Complete Family Mealtime Patterns within 45 days of child entering the program. Update in the spring during 2 <sup>nd</sup> home visit.		
Develop and implement classroom curriculum through age-appropriate activities that include organized learning areas allowing a variety of choices each day based on child and family’s needs, interests, culture, home language, and assessment information		
Solicit and incorporate parent/guardian input into the curriculum		
Provide individualized activities for a minimum of three focus children a week		

**DATE COMPLETED BY EMPLOYEE:**

**DATE COMPLETED BY SUPERVISOR:**

**EVALUATION SUMMARY SECTION**

\_\_\_ SATISFACTORY \_\_\_ UNSATISFACTORY \_\_\_ OFF PROBATION \_\_\_ ON PROBATION \_\_\_ NA

**Employee Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**ID#**

# Job Evaluation

**JOB TITLE: Classroom Teacher**

**V. MAJOR RESPONSIBILITIES:**

**RESPONSIBILITIES EVALUATION:** \_\_\_ 3 MO. \_\_\_ 6 MO. \_\_\_ ANNUAL Due Date: \_\_\_\_\_ Completed Date: \_\_\_\_\_

**PERFORMANCE RESULTS:** Place a number (3 – 1) to indicate performance. \*E = Employee \*S = Supervisor

**3 - Role Model** = consistently exceeds performance objectives with virtually no detected preventable/controllable errors. Makes significant contributions well beyond normal job responsibilities. Individual requires little direction or supervision.

**2 - Meets Expectations** = consistently meets but does not exceed performance objectives, is fully competent and is satisfactorily performing the job.

**1 - Below Expectations** = unacceptable performance; below expectations, does not accomplish most or all position objectives.

RESPONSIBILITIES	E * S		COMMENTS
Complete observations to support each objective and dimension of Teaching Strategies Gold Assessment Systems 3 times per year.			
Complete Family Conference form in fall and spring and update at second Parent/Guardian Teacher Conference			
Offer two Parent/Guardian Teacher Conferences and two home visits per year			
Review and discuss behavioral and play-based screenings with parent/guardian			
Review Child Health Summaries with parents/guardians by the end of the Program Year			
Staff will document all child development, health, and disability delivery of services and follow-up			
Encourage and document parent/guardian partnership in their child's learning experience and their family's Head Start experience			
Offer and document ongoing communication efforts with parents/guardians			
Participate in the development and implementation of Individual Health Plans as requested			
In partnership with parents/guardians, Center Manager, Children's Services Managers and CAMs, initiate and document referral process to appropriate agencies/providers based on developmental concerns			
In partnership with families and appropriate community agencies/providers, participate in and ensure documentation of team meetings, evaluation processes, and development of individualized plans			
Assist in implementing Individual Education Plans for children with special needs			
Promote regular attendance and document reasons for absences in child's file			

<b>DATE COMPLETED BY EMPLOYEE:</b>	<b>DATE COMPLETED BY SUPERVISOR:</b>		
<b>EVALUATION SUMMARY SECTION</b>			
<input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> OFF PROBATION <input type="checkbox"/> ON PROBATION <input type="checkbox"/> NA			
<b>Employee Signature:</b>	<b>Date:</b>	<b>Supervisor Signature:</b>	<b>Date:</b>
<b>ID#</b>			

## Job Evaluation

**JOB TITLE: Classroom Teacher**

**VI. MAJOR RESPONSIBILITIES:**

<b>RESPONSIBILITIES EVALUATION: <u>  3  </u> MO. <u>  6  </u> MO. <u>  ANNUAL  </u></b>		Due Date: _____	Completed Date: _____
<b>PERFORMANCE RESULTS:</b> Place a number (3 – 1) to indicate performance.		*E = Employee *S = Supervisor	
<b>3 - Role Model</b> = consistently exceeds performance objectives with virtually no detected preventable/controllable errors. Makes significant contributions well beyond normal job responsibilities. Individual requires little direction or supervision.			
<b>2 - Meets Expectations</b> = consistently meets but does not exceed performance objectives, is fully competent and is satisfactorily performing the job.			
<b>1 - Below Expectations</b> = unacceptable performance; below expectations, does not accomplish most or all position objectives.			
RESPONSIBILITIES	E	S	COMMENTS
Actively participate in program and family/child staffings.			
Per program staffing protocol, consult with appropriate Content Area Managers and Consultants, document, and complete follow up			
Ensure that Creative Curriculum's "Letters to Parents" are included in the newsletter			
Analyze and discuss child outcomes data at center level and develop an action plan two (part day/part year) or three (full day/full year) times per year.			
Participate in Classroom Teacher meetings and In-services and incorporate relevant knowledge and skills into practice			
Complete NEKCA Performance Evaluations, Professional Development Self-Assessment, and in partnership with supervisor, Individualized Professional Development Plan			
Participate in the planning, implementation, and recording of child observations of EHS playgroups (if applicable)			
Participate in the development and implementation of Center Recruitment Plan			
Participate in Program Self-Assessment			
Be aware of indicators of child abuse and neglect and comply with Vermont Mandated Reporter Law and program Child Protection Protocol			
In partnership with center team, participate in collecting and documenting non-federal share			
Participate in a minimum of one early childhood community event a year as requested by supervisor			
Ensure that equipment, toys, and furniture are stored in a safe and orderly fashion and sanitized per child care licensing regulations			
All other duties deemed necessary by your supervisor and/or CFDP Director			

**DATE COMPLETED BY EMPLOYEE:**

**DATE COMPLETED BY SUPERVISOR:**

**EVALUATION SUMMARY SECTION**

SATISFACTORY     UNSATISFACTORY     OFF PROBATION     ON PROBATION     NA

**Employee Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**ID#**