



Cen-Tex Family Services, Inc.

2402 North Main Street, Bastrop, TX 78602
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An Equal Employment Opportunity

Job Vacancy Announcement #: 20-21

Job Title:	Head Start Teacher	Reports To:	Center Director
Funding:	HS 100 %	Location:	New Beginnings Elgin
Work Hours:	Monday – Friday	Time:	7:30 AM – 3:30 PM

Minimum Qualifications:

- Must be eighteen (18) years of age or older.
- Associate's degree in Child Development, Early Childhood Education, or a related program with 12 college credit hours related to Child Development, Early Childhood Education; **or** at least 60 college credit hours towards a Bachelor's degree in CD/ECE to be completed within 12 months of hire date;

AND

- One (1) year of experience teaching toddlers in a child care facility and/or classroom setting. Bilingual in English and Spanish, preferred.

Requirements:

- Initial Pre-Employment Physical and TB Screening (Agency Expense)
- Criminal Background Check (Agency Expense)
- Fingerprinting (Agency Expense)

Job Summary:

The Head Start Teacher is responsible for supervising and instructing children in activities designed to promote social, physical, and intellectual growth.

Essential Duties:

- Plan and implement children's individual and group activities to stimulate growth in the areas of language development; literacy; mathematics; creative arts; social and development; and physical development.
- Maintain regular attendant and dependability.
- Ensure that appropriate child-staff ratio is met while delivering services and children are supervised at all times.
- Participate in and assist during meal and snack time following family style meal services and guiding children in clean-up afterwards.
- Maintain a safe and secure learning environment for children in your class both indoors and outdoors during all program hours, reporting any safety concerns to supervisor.
- Complete Parent Conferences and Home Visits according to agency schedule.
- Promote timely and sufficient communications with center parents, including: their child's progress in the program; announcements; facility and agency activities; policies; enrollment procedures; and developmental/behavioral concerns.
- Provide information to families, including information supporting the areas of family partnerships, nutrition, child health, and community involvement.
- Participate and provide support for Center Parent Meetings, approved parent activities and Staff meetings.

Work Environment:

- Must be able to lift up to fifty (50) pounds with or without reasonable accommodations.
- Must be able to walk, squat/kneel, sit on the floor, see, hear and speak with children to ensure children's health and safety.
- Perform other related duties as assigned.

All Positions:

Ensure confidentiality of agency and family information assigned to position; Report to work at scheduled time and maintain good attendance; Perform all duties in a safe, timely and professional manner; Participate with a positive attitude and behavior in all program activities and communications with children, families, staff and the general public; Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs; and attend all training programs and conferences as required by position and allowed by budget.