

TOLL FREE (800) 433-7570  
PHONE (512) 303-7737  
FAX # (512) 303-6604



MAILING ADDRESS:  
2402 NORTH MAIN  
BASTROP, TEXAS 78602

## Job Vacancy Announcement

Job Title:	Head Start Teacher	Reports To:	Center Director
Funding:	HS	Location:	Eagle Lake, La Grange, Lost Pines (Bastrop Area), Stony Point (Cedar Creek/Del Valle Area)
FSLA:	Non-Exempt	Schedule:	Mon. – Fri. <i>(Occasional Saturdays/Evenings)</i>
Salary:	Based on Qualifications and Experience	Classification:	Regular 10 month

### **How to Apply:**

Applicants may apply by following instructions below and submitting the required documents to the Human Resource Department in person or by regular mail, via fax, or via email to: [aarambula@ctfhs.org](mailto:aarambula@ctfhs.org)

### **Job Summary:**

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

### **Minimum Requirements:**

Must be eighteen (18) years of age or older.

Associate 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)

TOLL FREE (800) 433-7570  
PHONE (512) 303-7737  
FAX # (512) 303-6604



MAILING ADDRESS:  
2402 NORTH MAIN  
BASTROP, TEXAS 78602

### **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.