Unified Vailsburg
Services Organization

1044 South Orange Avenue
Newark, New Jersey 07106
T: 973.374.2000 |
www.UVSO.org

Early Head Start Teacher
Early Head Start Teacher Assistant
Job Description

Position Information

Supervised by: Center Director
Work Location: 6 Palm Street or 1044 South Orange Avenue Newark, NJ 07106
Salary: TBD
Hours: 9 (one hour unpaid lunch)
Terms of Employment: 12 Months

Job Goal:

To work cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the EHS programs in order to meet the cognitive, emotional, social, and physical needs of Early Head Start infants/toddlers and families.

Essential Responsibilities:

- Assist co-teacher in preparing, implementing, and evaluating daily classroom activities
- Assist co-teacher in ensuring that children are taught and supervised in a consistent manner.
- Take the primary lead for 4 infants/toddlers in the classroom
- Assist the co-teacher in ensuring all children are within sight and sound at all times
- Take responsibility for the children when the co-teacher is not present and a substitute is present
- Assist co-teacher and parents in providing for daily needs and routines
- Assist the co-teacher in ensuring all children are signed in and out by the parent daily utilizing the Brightwheel App
- Assist the co-teacher and parents in maintaining a safe and healthy environment.
- Share the responsibility of maintaining orderliness and cleanliness in the classroom to include but not limited to janitorial duties such as: sterilization of toys, sweeping and mopping of floors in bathroom and classrooms, cleaning and sterilizing of toilet and sinks
- Assist in mealtime and cleanup
- Assist with daily personal hygiene of the children such as diapering, feeding, tooth brushing, toileting, hand-washing, and resting
- Share the responsibility of providing appropriate care for children with disabilities
- Encourage parents to attend monthly meetings/workshops

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- When required attend Center activities, contributing relevant Education component information
- Provide input to co-teacher for Parent/Staff Conferences, Comprehensive Staffing and Monthly Individual Child Goal tracking
- Conducts developmental screenings and assessments
- Participates in Home Visits (virtual or in-person)
- Participates in the IFSPs as required and maintains individual and group checklist according to policies and procedures
- Implements and participates in lesson planning
- Utilize the co-teacher, other staff, and resource library for technical assistance
- Maintain positive communication with parents, children and colleagues
- Apply safe practices in the performance of duties
  - Reporting of unsafe or hazardous working conditions and/or any injury immediately
  - Complying with Agency safety standards
  - Participate in emergency drills
  - Promote a culture of safe environments in the workplace

QUALIFICATIONS:

- Infant/Toddler CDA or Associate degree in Early Childhood Education with infant/toddler classes or
- Currently enrolled in an Infant/Toddler CDA class or some college credits in Early Childhood Education or
- One year experience in an infant/toddler or preschool related program with intention to enroll in an Infant/Toddler CDA class or
- Individuals without any experience who are willing to enroll in an Infant/Toddler CDA class will be considered for employment
- Early Head Start/Child Care experience (preferred)
- Multi-cultural experience a plus

GENERAL STAFF RESPONSIBILITIES:

- Current enrollment in the New Jersey Workforce (NJCCIS)
- Current physical examination, drug screen, and TB screen documentation upon hire and yearly thereafter
- Current First Aid/CPR certificate
- Participate in staff meetings, conferences, training sessions and workshops as assigned. This includes sessions that may extend beyond scheduled working hours
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency

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- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties

OTHER REQUIREMENTS:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-on-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Perform physical inventory of equipment and/or supplies
- Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc
- Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Set up a classroom which requires moving of tables, chairs, shelves etc.
- Sit in a child-sized chair
- Instructs others in a classroom setting
- Perform occasional cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents

Required Knowledge, Skills and Abilities:

- Principles and techniques of infant and toddler development
- Regulations and mandates of the HS/EHS Performance Standards

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- Teaching methods and training practices for Infants/Toddlers
- The physical demands that must be met to successfully perform, such as sitting, standing, stooping, bending, reaching, climbing, lifting all in an 8 hour day
- Ability to operate equipment or tools as required such as washer/dryer, classroom tools, IPAD and computer.
- This position requires specific levels of computer competencies