

# OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • [operationbreakthrough.org](http://operationbreakthrough.org)

*Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.*

## EARLY EDUCATION TEACHER

### Full time positions available in our Infant/Toddler and Preschool Classrooms

**Qualifications:** The Head Start Teacher position requires a minimum of an Associates degree in Early Childhood Education or related degree with (30) hours of early education coursework. Bachelor's degree preferred in Early Childhood Education or related field with (30) hours of Early Education coursework.

An Early Head Start/Head Start Teacher Assistant requires a minimum of a CDA or a degree with (9) hours of early education coursework. Both positions require transcripts with award date or CDA certificates.

#### **Responsibilities include:**

- \* Instruct and supervise a group of children in full-day, Early Head Start Classroom and participate in school related activities.
- \* Complete or supervise completion of daily attendance, meal counts, lesson plans, classroom cleanliness checklists, etc.
- \* Contribute new ideas; implement activities and teaching methods to carry out the program according to the developmental level of the individual child.
- \* Implement the Early Head Start Curriculum in the classroom and follow Developmentally Appropriate Practices.
- \* Work with and train Assistant Teachers in understanding objectives and education plans for each child using screening and observational information; provide on-the-job training for Assistant Teachers.
- \* With professional staff, use Developmental Screening, anecdotal notes and portfolios to assist in developing lesson plans and individualized programming for each child.
- \* Discuss special needs of individual children with teaching staff supervisors, specialists and parents. Provide necessary documentation for referring children.
- \* Complete daily lesson plans incorporating individual, small group, and large group activities.
- \* Plan special event and field trips incorporating Assistant Teacher's ideas and suggestions.
- \* Maintain and manage a positive classroom environment that promotes learning.
- \* Communicate to Supervisor observed safety, physical, and licensing issues.
- \* Supervise mealtimes.
- \* Arrange and participate in Parent/Teacher Conferences as prescribed by Early Head Start and Center policies and procedures; acquaint parents with program activities; developmentally appropriate practices; program objectives, determine and communicate needs of each child; interpret curriculum.
- \* Solicit parents' assistance; explain and promote parent involvement through participation and activities.
- \* Compile an accurate classroom inventory, as prescribed by center and Head Start Staff guidelines, with assistance from the teaching staff.
- \* Develop, arrange, and participate in classroom staff meetings.
- \* Compile and submit all paperwork by the required deadlines; completing reports as specified.

**Reports to:** Education Coordinator

**Deadline:** Until filled.