



## **JOB DESCRIPTION**

### **Job Posting – Anna Waters Head Start**

**Position: Teacher**

**Supervisor: Site Manager**

**SUMMARY:** The position of Teacher is primarily responsible for the implementation and coordination of the comprehensive education program in the classroom and for managing all aspects of outdoor activities. The Lead Teacher ensures that the classroom activities and environment are developmentally appropriate and reflect the agency’s philosophy and curriculum. The Lead Teacher ensures that the individual needs of all children regardless of race, creed, or disability are met as mandated by federal, state and local standards. The teacher will promote family involvement and will provide guidance and supervision for other adults in the classroom including the Teacher Assistant, Floaters, Foster Grandparents, interns and volunteers.

**QUALIFICATIONS:** Must possess an Associate or Baccalaureate degree in Early Childhood Education or a related field with a minimum of 24 credit hours in Early Childhood Education.

#### **OTHER:**

1. Relates well with children, parents and staff.
2. Knowledge of the program and how it operates and/or willingness to learn.
3. Must attend all in-service training and staff meetings on and off DMCOC sites as required by the Head Start Director.
4. Must have a car, current driver license, and must show proof of insurance required by the State of Illinois.
5. Must have a Food Service/Sanitation Certificate or be willing to obtain one.
6. Must be Director qualified according to DCFS regulations.

**TO APPLY:** Submit an application online at [www.dmcoc.org/hiring](http://www.dmcoc.org/hiring), via email to [tmurray@smcoc.org](mailto:tmurray@smcoc.org) or in-person at the DMCOC office. An application is considered complete if it includes the following: Resume, Cover Letter and Completed Application. *All potential employees must pass all criminal background checks.*

DMCOC is an Equal Opportunity Employer.