



# NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

## TEACHER

**Department:** Head Start

**Pay Grade:** G07, G09, G12

**FLSA Status:** Non-Exempt (G07), Exempt (G09,G12)

**Reports to:** Center Director

### **POSITION SUMMARY:**

Working under general supervision and with moderate difficulty, this position is responsible for instructing preschool-aged children in activities designed to promote social, physical, and intellectual growth.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Instructs children and facilitates developmentally appropriate activities to encourage growth in all areas of childhood development
- Develops and maintains trusting relationships with children and families to ensure a successful learning environment
- Develops and implements weekly lesson plans to ensure program compliance
- Assigns duties to staff and monitors work to ensure a successful learning environment
- Completes and submits paperwork (logs, reports) to document program compliance
- Cleans and prepares classrooms regularly to ensure a safe, healthy learning environment
- Completes regular playground and classroom inspection checklists to ensure a safe, healthy learning environment
- Conducts health screenings for Head Start children (vision, hearing, mental health, and physical health)
- Plans and conducts parent-teacher conferences to establish and assess progress toward family goals

Other related duties as assigned.

### **EDUCATION AND/OR EXPERIENCE:**

**Level I:** Childhood Development Associate Credential (CDA) that is age appropriate to the children being served; or a state-awarded certificate for preschool teachers that meets or exceeds the requirement for a CDA.

**Level II:** Associate degree in Early Childhood Education or Child Development; or an Associate Degree in a field related to Early Childhood Education or child Development with experience teaching preschool children and a State-awarded certificate to teach in a preschool program.

**Level III:** Bachelors of Art or Bachelors of Science in Early Childhood Education or Child Development; or a BA or BS in a field related to Early Childhood Education or Child Development with experience teaching preschool children and a State-awarded certificate to teach in a preschool program.

**Level IV:** Masters Degree in Early Childhood Education or Child Development; and 36 credit hours in Early Childhood Education or Child Development beyond undergraduate level.

**CONDITIONS OF EMPLOYMENT:**

- Criminal Background Check
- Fingerprint Clearance Card, Level I
- TB Skin Test

**CERTIFICATES & LICENSES:**

- Food Handlers license (within 6 months)
- CPR/first aid/interrater (within 6 months)

**TECHNICAL COMPETENCIES:**

- AZ Early Learning Standards
- Behavior management
- Childhood development
- Early childhood education
- Head Start Performance Standards

**GENERAL COMPETENCIES:**

- Collaboration
- Communication
- Conflict resolution
- Cultural competence
- Discretion
- Initiative/innovation
- Mentoring/training
- Problem solving skills

**TRAVEL REQUIRED:**

< 5%     < 25%     < 50%     < 75%     100%

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:**

**Physical Activity:** Frequent listening, talking, standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, lifting, finger use, grasping, feeling, and repetitive motion. Occasional sitting and pulling.

**Physical exertion:** \_\_\_ Sedentary; \_\_\_ Light;  X  Medium; \_\_\_ Heavy; \_\_\_ Very Heavy. Work involves exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Visual requirements:** Close visual acuity for compiling and analyzing data; viewing a computer screen; and reading.

**Working conditions:** Regular exposure to potential physical harm, hazardous chemicals, and infectious disease. Occasional exposure to extreme weather conditions.

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individual with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, [HR@nacog.org](mailto:HR@nacog.org).

**SIGNATURES:**

This job description has been approved by:

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_