



**Position Title:** Teacher I & II

**Grade:** Teacher I – NE7 & Teacher II – NE12

**Reports to:** Center Supervisor

**Agency Mission:** To empower children and families in Madison County, Illinois to develop positive skills to meet life's challenges.

This position works collaboratively with the teacher assistant and cohesively as a member of their assigned center. Responsibilities include fostering active learning in the classroom indoors and outdoors using approved curriculums and assessment tools to fidelity to promote positive outcomes; collaborating with Family Advocates to build communication between home and school; collaborating with Health Advocates to support health/ dental positive outcomes; collaborating with Education/Disabilities Coordinator and Mental Health Manager to support appropriate individual child development positive outcomes and participation in all aspects of the center to support recruitment, enrollment and attendance.

**SKILL BASED COMPETENCIES AND PERFORMANCE OUTCOMES:**

**Relating Skills:** Relates well to all kinds of people- up, down, and sideways, inside and outside of the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high- tension situations comfortably.

**Personal Flexibility:** Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+’s and – ’s) performance reviews and career discussions.

**Diverse Relationships:** Is dedicated to meeting the expectations and requirements of internal staff and external families; gets first-hand information and uses it for improvements in services; acts with families in mind; establishes and maintains effective relationships with families and gains their trust and respect.

**Strategic Skills:** Has the functional and technical knowledge and skills to do the job at high level of accomplishment.

**Communication:** Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

## **FUNCTIONAL COMPETENCIES:**

**Problem Solving:** Uses logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

**Creativity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

**Critical Thinking:** Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both success and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure of anything.

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

**Teacher I:** An Associate's Degree in Early Childhood Education with previous applicable experience is required, 3 years classroom experience with preschool children is preferred. Must be 21 years of age. Valid driver's license and reliable means of transportation required.

**Teacher II:** Bachelor's degree in Early Childhood Education with previous applicable experience is required, 3 years classroom experience with preschool children is preferred. Must be 21 years of age. Valid driver's license and reliable means of transportation required.

Teachers are required to obtain a certification from INCCRRA based on their education.

Teachers in an extended day ISBE (Illinois State Board of Education) classroom must meet ISBE requirements, at a minimum, for a Professional Educator License (PEL) and either currently possess or obtain and maintain this required licensure.

## **WORKING CONDITIONS:**

Work is performed in a classroom setting with moderate safety issues. Some travel to outside meetings, training, conferences, Agency sites, etc. This position requires sitting, standing, bending and moderate lifting.

## **ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

**Riverbend Head Start & Family Services** offers their employees the opportunity to work in a supportive environment and deliver a variety of services to culturally diverse children and families enrolled in their programs.

To apply for this position or obtain more information, please contact the Human Resources department at (618) 463-8700 or 8701 or e-mail [Lbostick@riverbendfamilies.org](mailto:Lbostick@riverbendfamilies.org).

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