

Master Teacher

REPORTS TO: Lead Education Area Manager

FLSA STATUS: Exempt

STATUS: Full-Time, 40-52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for working directly in the classroom with a focus on children 3 to 5 years of age, including working collaboratively with the site staff to ensure the successful operation of a school readiness classroom with a total of 15-20 children, working with his/her team to implement content areas and with family members to implement the curriculum to achieve outcomes for children of all abilities within the Head Start Program.

Essential Functions:

The Master Teacher will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Master Teacher responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Master Teacher will demonstrate competency to perform essential functions that include:

- Substitute in various classrooms at various locations.
- Understands and implements all Center base Curriculums.
- Provides a safe environment and teaches children safe practices to prevent and reduce injuries.
- Teaches children about good nutrition and practices that promote health and wellness.
- Responsible for organizing and using positive interactions, physical space, materials, daily schedule, and routines to create a secure, interesting, and enjoyable environment that promotes engagement, play, exploration, and learning of all children including children with disabilities and special needs, as appropriate for the time in the classroom.
- Implements curriculum by using a variety of developmentally appropriate materials, learning experiences, and teaching strategies to promote curiosity, reasoning, problem-solving, physical development, and other cognitive skills of all children.
- Promotes children's learning of language, literacy, mathematics, science, technology, social studies, and the arts.
- Implements Emotional Support Curriculum and strategies and help children communicate their thoughts and feelings; regulate their emotions and behaviors; establish and sustain positive relationships; and participates cooperatively and constructively with peers.
- Assures dual-language learners make progress in understanding and speaking both English and their home language.
- Demonstrates a warm, positive, supportive, and responsive approach with each child, and helps each child learn about and take pride in his or her individual and cultural identity.
- Communicates and collaborates with staff, parents and community who represent culturally and ethnically diverse populations.
- Uses observation, documentation, and planning to support children's development and learning and to ensure individualization in planning and effective operation of the classroom or group, as appropriate for the time in the classroom.
- Makes decisions based on knowledge of research-based early childhood practices, promotes high-quality in school readiness services, and takes advantage of opportunities to improve knowledge and competence.
- Use reflective practice and additional strategies to promote positive outcomes for the teaching staff and the children they influence.
- Is proficient in using Child Ongoing Assessment
- Utilize virtual platforms for meetings and communications.
- Travel as needed throughout PGCCS Head Start service area.

Minimum Requirements:

- Associate degree in Early Childhood Education (ECE); or Associate degree in a related field and

coursework equivalent to a major relating to ECE, with experience teaching preschool-age children; Baccalaureate degree preferred. All education must be from an accredited institution.

- Master Teacher must be at least 18 years old.
- Two years pre-school (ages 3-5) classroom teaching experience is preferred.
- Two years Head Start preschool teaching preferred.
- Two years of adult supervisory experience preferred.
- Arizona Driver's License, proof of insurance, fingerprint card, Social Security card, CPR and First Aid, food handlers, if required, and provide a vehicle for program business.
- Travel throughout Pinal and Gila counties on a daily basis using personal vehicle as needed. Mileage will be reimbursed per Agency policy.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Meet all agency, state and federal required immunizations or have an approved exemption on file.
- Intermediate to advanced computer skills, internet, and e-mail.
- Employee must be able to speak, read, write, and understand English.
- Bilingual English/Spanish skills highly desirable.
- Food Handler's Card or Certificate within 30 calendar days of hire.

Knowledge, Skills, and Abilities:

- Frequent significant decision and problem-solving abilities.
- Ability to respond appropriately to an emergency or a crisis situation.
- Ability to supervise pre-school children in a safe environment and apply early childhood development theory in daily activities to adapt to the individual needs of children.
- Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.
- Knowledge of Child and Adult Food Program (CACFP) and implement per position.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date