

JOB DESCRIPTION

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Position: Instructor

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: Child Development and Education Supervisor

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Instructor is responsible for the provision of instruction and guidance to pre-school children in the Head Start classroom, supporting additional identified comprehensive services and preparing children for entrance into school age programming. The ideal candidate will demonstrate understanding of child development and display excellent organizational, interpersonal, verbal and written communication skills, with the ability to solve problems independently and collaborate effectively in a team of varied individuals.

Qualifications & Requirements:

Education: Minimum of an associate's degree in Early Childhood Education, child development or a related field with equivalent course work.

Experience: Two (2) years of classroom experience with pre-school children and knowledge of social service agencies in Fayette county preferred.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Moderate physical effort in predominantly sitting and standing walking positions. Lifting up to 30 lbs.

Special Demands/Requirements: Moderate travel, alternative locations. Potential eye strain. Valid driver's license preferred or must demonstrate access to reliable transportation, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

Duties may include any or all of the following: This list is intended to be representative.

01. Plan and implement a sound instructional program by:
 - a. Participate in IEP Meetings (including in-home as necessary) developing and delivering instruction aligned with each child's developmental goals and special needs.
 - b. Design and facilitate developmentally appropriate learning experiences, with weekly activities that support all areas of preschool development, using tailored teaching tools and regularly rotating classroom materials to meet children's evolving needs. Provide individualized and developmentally appropriate transition activities.

- c. Foster a supportive and engaging classroom, encourage participation in group and individual activities (Free play, dramatic play, safety awareness), in class and on outings, promote self-esteem and respect of individual differences.
 - d. Monitor and assess student progress through regular observations, developmental assessment and written progress reports. Communicate outcomes with parents during at least two home visits and two conferences per year.
 - e. Promote family involvement and health awareness through health and nutrition education for children and families, support parental engagement in the learning process.
 - f. Coordinate with community resources and make referrals as necessary to supportive service agencies.
02. Assess children in areas of growth through the completion of the following:
- a. Developmental screening – to include height and weight.
 - b. Social/Emotional/Self-help screening
 - c. Document height/weight of each child.
03. Develop and/or implement individual behavior plans in support of child's needs.
04. Using the Facilities and Health/Safety checklist as a guide, maintain a safe and healthy environment by:
- a. Administering first aid, CPR and/or medications in necessary circumstances.
 - b. Assist in hand washing, brushing teeth, toileting.
 - c. Provide scheduled meals during classroom times.
 - d. Conduct fire drills at site, and emergency exit drills from buses.
 - e. Performing health checks of children (free from communicable disease)
 - f. Checking for and promptly reporting any signs of suspected abuse/neglect.
 - g. Prepare for emergency situations by acquiring an evacuation site and maintaining supplies.
05. Assist in implementation of programming with families enrolled in classroom services by:
- a. Utilize the Family Partnership Plan and Family Goals Plan to identify and cultivate family strengths on a scheduled one to one basis, with documented monthly updates.
 - b. Support families in maintaining their child's preventive medical and dental care, (obtain insurance, physician, dentist).
 - c. Act as advocate to assist families in utilization of community resources, make referrals as necessary.
 - d. Assist parents with crisis intervention in emergency situations, following up on referrals and documenting progress.
 - e. Transport and accompany families to appointments (Medical, WIC, DPW) when necessary.
 - f. Communicate parent meeting dates and activities, conduct parent surveys and assessments/training.
06. Assist with scheduling and monitoring of staff, parent participants and volunteers with the management team.
07. Complete and maintain paperwork and records required by program procedure including but not limited to attendance, timesheets, in-kind, lesson plans, monthly schedule and statistical reports.
08. Support the transportation service area, monitor children during bus transport, assist with 5 point restraint system, complete behavior and transportation logs, implement support plans for children during bus transport as identified.
09. Coordinate and perform recruitment outreach, assistance and tracking tasks for children and families in Fayette County.
10. Attend all events, professional development trainings, and meetings with individuals, parents, public and private agencies as necessary.
11. Perform other duties and assist in special projects as assigned or requested.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE:

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HOURLY WAGE:

\$22.70 – Bachelor's degree
\$19.45 – Associate's degree*

HOURS PER WEEK:

40 hours per week
Possible non-traditional hours

*See MOU dated July 10, 2018 on Qualifications and Wage Rates for Instructors without a bachelor's degree