

**Who We Are:**

EPIC, Enterprise for Progress in the Community, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years.

What We Believe:

- The dignity and worth of the individual and respect for the diversity of cultures
 - Provision of quality services for the whole person
 - The value of families; the involvement of families in decisions which affect their members
 - Promoting the individual growth and development of our staff
 - Collaborating and cooperation with community partners based on need
-

Position Title: Team Leader – MHS

Pay Level: \$17.67

Status: Non-Exempt

Reports To: Center Manager

Position Summary:

The Team Leader works in collaboration with the Family Advocate and the classroom team to ensure the classroom provides an educational environment that is developmentally and linguistically appropriate and accommodates children's individual rates of development as well as individual interests, temperaments, cultural backgrounds and learning styles. Team Leader promotes parent involvement through collaboration partnerships, which encourage the educational, social and emotional development of all Migrant Head Start families. Supervises staff of three. Coordinate with childcare and support to ensure collaboration among components. Engage in regular communications with parents and children; provide education, information, and support using home visits, parent contacts, parent meetings and monthly newsletters. All work is done in accordance with the Migrant/Head Start performance standards/USDA requirements, state licensing requirements and agency policies and procedures.

Minimum Qualifications:

1. Associate of Arts in Early Childhood Education or Development, or in a related field.
2. Childcare Basics 30 hours STARS training.
3. Demonstrated work experience of at least two (2) years lead teaching experience in a preschool setting.
4. Documental work experience in the training and mentoring of classroom staff.
5. Demonstrated effective oral and written communication skills, ability to work very closely with other team members, ability to grasp a team-centered approach to delivery of services for children and families.

Preferred Qualifications:

- Bachelor's degree or advanced degree in Early Childhood Education, or related field.
- Bilingual (English/Spanish)



Essential Job Functions:

1. Articulate EPIC's mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
2. Honor EPIC's commitment to the Learning Organization. At EPIC, the coaching philosophy is the preferred method for building skills, gaining knowledge, improving our capabilities, and building effective work relationships across the organization.
3. Adhere to EPIC's values, of the working culture. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
4. Be committed to characterizing a culture of safety within our centers, playgrounds, buses and anywhere that children may be present. Be familiar with and encourage EPICs culture of "See Something, Say Something".
5. Communicates effectively by sharing concerns openly and honestly with appropriate staff members, discuss and document observation of children with the teaching team; informing those on a need-to-know basis of changes in family situations; using program support staff as a resource activity; observing confidentiality in all dealings related to program, staff and families.
6. Teach in assigned classroom every day.
7. Provide modeling and mentoring to Teacher in all aspects of operating a developmentally appropriate classroom.
7. Plan and implement program for children and families as defined by component plan and performance standards.
8. Creates classroom schedules, orients to classroom environment and supervise classroom volunteers.
9. Schedule and conduct parent conferences and home visits in coordination with the teachers of other siblings in the family and in coordination with the Family Advocates.
10. Maintain required documentation and train the Teacher to this documentation. This documentation will include, but is not limited to, the development and implementation of lesson plans, Individual Family Service Plans, home visit logs, individualization of the curriculum for each child and referrals for Special Services.
11. Utilize the Mental Health Consultant and the Special Services Consultant in identifying and meeting the special needs of children. Attend staffings and provide follow up.
12. Assist the Center Manager/Designee in scheduling the staff in the classroom for required trainings.
13. Assure that the classroom is appropriately staffed at all times. Know when to seek assistance from supervisor.
14. Request materials, equipment and supplies, assuring that the classroom are adequately equipped. Maintain storage in a safe and orderly fashion.
15. Implement, support, and promote policies and procedures for Child Abuse and Neglect, Behavior Management and Active Supervision.
16. Maintain a safe, healthy and sanitary environment ensuring that children are supervised at all times indoors and outdoors; respond quickly to crisis or emergency situations that may occur; provide first aid, CPR, and access emergency services as needed.
17. Ensure that proper reporting procedures, tracking and documentation for Child Abuse and Neglect are followed as required by agency policy, state law and Head Start requirements. This includes instances of unprofessional behavior, child abuse and neglect, failure to supervise and other policy violations involving staff.
18. Participate in staff meetings, trainings, home visits, parent meetings, conferences, etc.
19. Participate in documentation duties, lesson plans, written reports, and children's files, enter child data into computer, child progress, etc.
20. Ability to analyze computer reports on child progress (outcomes) and adjust lesson plans accordingly.



21. Proactively generate and document In-Kind.

Team Supervision:

- Provide daily, on-going staff supervision and leadership for assigned team members.
- Assure compliance with EPIC's personnel policies and procedures.
- Develop individual learning goals with team members.
- Conduct monthly exchange meeting with each of the (3) assigned team members.
- Prepare appropriate evaluation forms for team members.
- Participate in the hiring process of team members, if applicable.
- Consult with the Center Manager regarding any ongoing issues in the classroom. The CM will conduct all disciplinary actions of assigned team members as appropriate, utilizing your ongoing documentation of the problem, including any coaching opportunities that have occurred.
- Provide training and technical assistance and model appropriate behavior for team members and other ECE staff.
- Monitor and observe the team members for appropriate curriculum planning and implementation, providing mentoring and training as needed.

Other Job Functions:

1. Articulate EPIC's mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
2. Adhere to the values that reflect the working culture at EPIC. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
3. Communicate effectively by sharing concerns openly and honestly with appropriate staff members, observes confidentiality in all dealings related to program, staff and families.
4. Provide and maintain a safe, healthy, responsive and nurturing learning environment for all children by modeling professional behavior, open communication, embodying a culture of safety and utilizing effective conflict resolution skills.

Working Conditions/Physical/ Mental Abilities and Processes:

- Work requires daily standing, sitting, walking, stooping, kneeling, lifting, twisting, turning, pushing, pulling, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, bending and reaching.
- Ability to lift a maximum of 50 pounds
- Ability to feel or operate objects and equipment; reach with hands and arms.
- Ability to work with personal computer for long periods of time.
- Some travel to and from main office and training sites.
- Hours of operation range from 4am-5pm with varying 8hr shift assignments.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Additional Skills and Conditions:

- Excellent people skills.
- Sound and mature judgment.



- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word.
- Excellent communication skills and attention to detail.
- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

Equipment Operated:

Personal computer, telephone, copy and fax machines

Other Conditions of Employment:

1. Pass EPIC's pre-employment drug screen.
2. Cleared Portable background check through the Department of Children, Youth & Families (DCYF) and/or fingerprinting check/WA State Patrol criminal background check when required.
3. Complete child abuse and neglect training and all other mandated training.
4. Prior to employment, complete an initial health exam by an EPIC Health Care Provider and a TB skin test, at no cost to the employee.
5. As a condition of on-going employment, an employee must successfully complete STARS Training as mandated by State Law.
6. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
7. Executive Director approval.

I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:

Signature

Print Name

Date

The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time.