



Position Announcement

Parents In Community Action, Inc. is seeking candidates for the following temporary infant/toddler and preschool stimulus positions.

Job Title: Head Teacher

Supervised by: Center Director /Center Supervisor

Job Summary: The Teacher is responsible for planning, implementing and evaluating child development experiences for the enrolled children. This position operates a safe, diverse and developmentally appropriate classroom in accordance with all applicable requirements.

Key Tasks and Responsibilities:

- Maintain a clean, safe, positive classroom atmosphere and space.
- Provide an individualized curriculum for children.
- Direct Assistant(s)/Aide(s) in their interaction with children and provision of curriculum.
- Complete all required documentation (e.g., classroom daily journal, incident reports).
- Provide training and technical assistance to classroom staff and volunteers as necessary.
- Involve parents in all aspects of the program – promote parent involvement.
- Participate in Mediator Team meetings.
- Direct the work of education staff, parent trainees, substitutes and volunteers in the classroom. Motivate and help with problem solving and ensure confidentiality.
- Review materials of supervisees/classroom staff for accuracy.
 - Complete performance appraisals, grant time off requests including vacation (in conjunction with Center Supervisor) and assist with hiring process.
- Direct and maintain staff to child ratios.
- Attend staff, parent, or agency meetings, staff trainings or other meetings as assigned.
- Perform other duties as assigned.

Required Skills, Knowledge and Abilities:

- Meet federal Head Start requirements for (Head) Teacher position.
- Experience working in and knowledge of early childhood development and teaching techniques or a combination of education, experience and training.
- Interest and willingness to work with young children and families.
- Good verbal/written skills.
- Ability to lift 50 pounds.
- Reliable car and insurance.
- Will get degree within required timeline.
- Ability to work well with individuals from various ethnic and socio-economic backgrounds.
- Dependable attendance.

Salary: \$14.57/hr

Excellent working conditions and benefits, including low cost medical insurance. Apply online at www.picaheadstart.org or at 700 Humboldt Ave N, Minneapolis, MN 55411. AA/EOE

Announcement Date: June 15, 2010

Applications Due: July 9, 2010