

**ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.**

**POSITION VACANCY ANNOUNCEMENT**

POSTING DATE: 12/6/17 IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 12/16/2017 OUTSIDE: X

POSITION: HS Lead Teacher INITIAL WORKSITE\* Mount Savage

\* Subject to change based on program needs

PROGRAM: Head Start

SALARY: Hourly: Dependent upon qualifications Annually: \_\_\_\_\_

**GENERAL SCOPE:**

Under the supervision of the Child Development Services Manager, and in concert with HRDC Policies and Procedures, Head Start Program's Performance Standards, and other mandated regulations, has responsibility for the operation of the classroom on a daily basis; puts into practice theories and sound principles of Early Childhood education; embraces the role of the parents as the primary educators of their children; promotes and supports the attachment between parent and child; creates an environment in which a child can show initiative, act independently, and make choices; performs all duties related to the safety and educational programming for children assigned to care; promotes a positive and supportive environment for children and families; ensures confidentiality of all personnel and client information and maintains a positive and professional attitude at all times.

**QUALIFICATIONS:**

**Education/Experience**

↑ Lead Teacher II

Must possess a Bachelor's Degree in Early Childhood Education (ECE.)

↑ Lead Teacher III

Must possess a Bachelor's Degree in Early Childhood Education (ECE) and at least two (2) years experience (with one year being equivalent to 1,400 hours) teaching in a licensed preschool center.

↑ Lead Teacher IV

Must possess a Bachelor's Degree in Early Childhood Education (ECE) and at least four (4) years experience (with one year being equivalent to 1,400 hours) teaching in a licensed preschool center.

**Skills/Abilities**

1. Physically and mentally able to perform essential job functions.
2. Ability to relate well to young children and low-income parents.
3. Must exhibit good oral and written communication skills and other qualities conducive to good interpersonal relationships.
4. Certification in CPR and First Aid Practices and Procedures desired, or the ability and willingness to become and remain certified in both within agency's timeframe required.
5. Ability to interpret program rules and guidelines.
6. Highly organized; handle multiple tasks concurrently; legibly and accurately maintain records.
7. Ability to learn and effectively use software applications within agency-designated timeframe.
8. Typing skills sufficient to be productive.

**Requirements**

1. Provide a satisfactory Criminal Background Check within timeframe established by the program.
2. Access to transportation on a daily basis to travel independently.
3. Must be flexible and eager to accept new challenges; have positive attitude and outgoing personality.
4. When working with consumers, the incumbent is required to dress in a manner that is, at a minimum, casual, but tailored and conservative. On days when meeting with outside organizations, dress in a manner that reflects the dress norms in a professional office. Must be neat and well groomed at all times.

**WORKING CONDITIONS:**

Majority of time spent in classroom. Lunchtime is spent with the children and is considered part of the workday. Attendance required at evening meetings as dictated by program operations; may require infrequent weekend work. This is a Union position.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO: HRDC Personnel Office  
125 Virginia Avenue  
Cumberland, MD 21502