Title: MPDG Classroom Co-Teacher (3 positions)  
Job Number: 10181299  
Date Taken: 02/18/2016  
Close Date: Open until filled.

**Employer Requirements**

**Salary:** Negotiable  
**Hours:**  
**City, Co., State:** LIBBY, LINCOLN, MT

**Job Description**

These positions are funded by MPDG Grant and will be dependent upon grant funding. Positions will begin in August. Co-Teachers report to the Education Coordinator. Salary is comparable to entry level teaching positions with local school districts.

MPDG Classroom Co-Teacher works with another teacher in a co-teach capacity by instructing children in activities designed to promote social, physical, and intellectual growth needed for preschool-aged children.

**Classroom Instructional Responsibilities**

a. Plans and implements daily individual and group activities to stimulate growth in language, social, cognitive and motor skills such as learning to listen to instructions, playing with others, and using play equipment.

b. Promotes sound nutrition and healthy hygiene practices, including meals and refreshments, practices in personal cleanliness and self-care and picking up and putting away toys and books.

c. Supervises, guides and models appropriate behavior and teaching techniques for teacher assistant and volunteers under her/his supervision.

d. Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue.

e. Maintains a cooperative attitude of working together with colleagues assistant, volunteers, parents, and program specialists in planning and implementing classroom activities.

f. Communicates positively and effectively with parents, children, colleagues, and other agency personnel, while maintaining confidentiality in all job related areas.

g. Develops family partnership agreements and encourages parents to involve themselves in children’s educational activities and to participate in the classroom as volunteers and substitutes.

h. Provides a supportive inclusion environment for children with special needs ensuring their needs are met. Assisting children and families with IEP/ISFP development and implementation.

i. Assist in maintaining accurate and current assessment information noting child’s progress across all developmental domains utilizing a portfolio to maintain anecdotal notes and/or examples of children’s work.

j. Assist in developing and implementing weekly lesson plan that are consistent with the program curriculum guidelines.

k. Assist in maintaining a productive and age appropriate classroom climate for students through a consistent, positive and disciplined learning environment.

l. Other responsibilities deemed necessary and appropriate by administration.

**Educational and Development Evaluations**

a. Interacts and communicates with parents, children, staff and other professionals to assess each
enrolled child and parent to develop appropriate educational goals.
b. Works with component coordinators to supply families with resource information and personal contact when appropriate or advised.
c. Assist in planning, documenting and implementing home visits as required.
d. Works with other members of the Head Start staff in sharing concerns and implementing plans to implement educational development plans.
e. Observes children for any suspected or disclosed signs of abuse or neglect and reports accurate information to supervisor and/or the State of Montana central intake.
f. Observes children to detect any illnesses, injury, emotional disturbance, learning disorder, speech problems or other special need and reports these signs to the proper team leader for further evaluation.

Continuing Education and Program Development
a. Enhances program quality by participating in evaluation of self and program; attends training (locally and out-of-town) as applicable and earns a minimum of 15 hours of continued education per year.
b. Provides training to other colleagues and volunteers to enhance their ability to plan activities, complete lesson plans, and carry out activities with children.
c. Attends meetings as required.

Record Keeping
a. Assist in maintaining records on each child, including assessment results, attendance, goals for each child, results of individualized activities, staffing notes and home visit records.
b. Works with co-teacher and assistant to maintain all program forms applicable to job role (daily plans, home visits, parent conferences, attendance records, etc.) and submitting such forms to designated persons in a timely manner.

Food and Nutrition
Assist in serving meals and refreshments to children. Ensures classroom staff prepare, distribute and/or clean up food preparation and serving areas. Meals should be served as outlined in the KVHS mealtime philosophy.

Classroom Cleaning
a. Works cooperatively with co-teacher and other staff and volunteers to maintain a clean, safe, healthy, attractive classroom learning environment.
b. Change diapers as needed.

Essential Knowledge Skills and Abilities:
* Ability to solve practical problems..
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
* Ability to define problems, collect data, establish facts and draw valid conclusions.
* Ability to utilize general office equipment such as fax, 10 key adding machine and basic computer software and operating systems such as windows and word processing.
* Knowledge of /ability to implement applicable state or federal regulations, including the Head Start regulations.
* Ability to frequently lift or move up to 25 pounds and occasionally lift and/ or move up to 50 pounds.
* Satisfactory results from criminal background check as required by Child/Adult Abuse Act.
* Ability to work and communicate with a wide range of individuals from all socio-economic groups.
* Must be able to perform multiple tasks simultaneously, must be able to work under time and/or deadline pressures.
* Ability to perform other duties as assigned.

**Supervision Exercised:**
* Supervises Head Start Assistant Teacher's aides in the capacity of assigning and checking work.

**Required Education**
* Bachelor's degree in any field, preferably in early childhood or related field. Must be willing to obtain P-3 Licensure through the State of Montana. MPDG scholarships may be available for tuition and books.

**Requirements of Employment**
* To obtain a certification in CPR, First Aid within 90 days after hire.
* Must pass pre-employment physical exam with official results documenting no communicable diseases exist. A negative TB skin test and Tetanus vaccination as may be required by state law.
* Satisfactory results from criminal background check as required by Performance Standards.

**Referral Instructions:**
Qualified applicants must submit:
KVHS Application
Cover Letter
Three letters of recommendation
Resume
* Transcripts will be requested at time of interview