

Program	Champlain Valley Head Start
Title	Classroom Teacher
Reports to	Classroom Services Supervisor
Supervises	N/A
Remote/Hybrid	Direct Service; occasional remote work with prior supervisor approval

Job Summary

Serve as lead or co-teacher for assigned program option site in an outcomes-oriented, team environment under the supervision of the Classroom Services Supervisor. Ensure program compliance with federal Head Start Program Performance Standards, Vermont Child Care Licensing regulations, the CVHS Active Supervision Protocol, as well as all other applicable regulations, best practices, and agency and program policies and procedures. Provide and maintain safe, healthy, friendly, and developmentally appropriate environment for young children. Maintain the highest standards of diplomacy and professionalism, in all settings within and outside of Champlain Valley Office of Economic Opportunity (CVOEO), in representing CVOEO, Champlain Valley Head Start (CVHS), and CVHS children and families. Exercise good judgment in all situations.

Summary of Essential Job Functions

A. Education Duties

- Maintain child records (electronic and paper files) with all required documentation for each enrolled child.
- Plan and implement CVHS curriculum, lesson plans and services in order to provide a developmentally appropriate educational experience for children.
- Utilize principles based upon the *Early Multi-Tiered System of Supports* (EMTSS) promoting positive interactions with children.
- Support families in reporting '*Partners-In-Ed*' (in-kind).
- Coordinate services and individualize for children based on information from parents, Component Coordinators, Supervisor, community agencies, and collaborative meetings.
- Conduct, record, analyze and implement child observation data using *MyTeachingStrategies GOLD* (TSG) to provide quality, individualized services to children.
- Assist in identifying special needs and make referrals as appropriate.
- Maintain contacts with special education service providers for support and follow up on children with special needs and those on IEPs or One Plans.
- Attend meetings with collaborating agencies as a CVHS representative to support children with special needs.
- Conduct a minimum of two Parent/Teacher Conferences per program year for HS (three for EHS) in order to provide opportunities for families to become directly involved in the development of their children, and in the services provided to them.
- Plan, schedule, and implement a minimum of two education home visits per year, including the annual Initial Home Co-Visit with the Family Support Specialist.
- Lead child-to-school and school-to-school transition activities. Collaborate with families, schools and other organizations to support transitions for children and families.

B. Attendance, Recruitment, and Outreach Duties

- Take daily classroom attendance.
- Maintain daily Sign-In/Sign-Out system for staff, children, visitors, and volunteers.

- Support site to maintain full enrollment with a waitlist of eligible children and families.
- Participate in active and ongoing child and family recruitment efforts including postering and placing recruitment materials in assigned areas.
- Assist families in completing CVHS applications, as needed.

C. General Duties

- Assure the health and safety of children in the care of CVHS and collaborative partnerships.
- Attend staff meetings, team meetings, individual meetings with supervisor, and other meetings with collaborative partners, community partners, or service providers, as needed.
- Maintain classroom calendars.
- Establish effective classroom communication and announcements (e.g., monthly newsletter or other ongoing online communication for all families).
- Lead team in planning and practice of classroom safety and emergency preparedness.
- Complete playground checklist daily.
- Set up of classroom daily.
- Assist with classroom cleaning.
- Oversee volunteers, interns, and collaborative staff on site.
- Oversee, track and maintain accurate records of budget as assigned.
- Submit all required paperwork, electronic submissions and documentation to supervisor as required.
- Participate in professional development requirements.
- Perform all other related duties as assigned.

Supervision Received:

- Supervision is received from the Head Start Classroom Services Supervisor in formal supervision meetings, in team meetings, and on an informal, intermittent basis. Additional supervision may be provided by the Head Start Director or Associate Director.
- Meet monthly with supervisor to plan, evaluate caseload and review in ChildPlus, discuss classroom practice, review assignments and priorities, and discuss performance.

Minimum Requirements, Knowledge, Skills and Abilities:

- Early Head Start (infant and toddler) teachers must have a minimum of:
 - A Bachelor's degree in Early Childhood Education or related education field, and
 - Infant toddler specific education and experience that meets or exceeds the requirements for an Infant Toddler CDA Credential.
- Head Start (preschool) teachers must have a minimum of:
 - A Bachelor's degree in Early Childhood Education or related education field, and
 - Relevant work experience, and
 - A Vermont educator's license required in program options if specified as a requirement by CVHS, collaborative partners, or for state funding purposes.
- Knowledge and experience in: developmentally appropriate early childhood practice; child outcome assessment; child behavior management; and curriculum planning, development and implementation. Demonstrated ability to work with children with special needs and their families.
- Excellent verbal and written communication skills required; bilingual abilities are a plus.
- Excellent organizational skills, as well as skills in documentation, record-keeping and computer applications such as Word, Excel, email and the internet.
- Must be able to develop and maintain strong, cooperative relationships with parents, staff, collaborative and community partners.

- A commitment to working with families with limited resources, and to maintaining client confidentiality is necessary.
- Must be skilled in following precise instructions and meeting deadlines, and must possess abilities to prioritize and handle multiple tasks.
- Must be energetic, positive, mature, professional, diplomatic, motivated, have a “can-do, extra-mile” attitude and the ability to work independently and as part of a team.
- Valid driver’s license, clean driving record, and reliable personal means of transportation required.
- Willingness and ability to work occasional evenings and weekends, and to perform other duties as assigned in order to meet program goals and objectives.
- Ability to uphold safety standards.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only			
Union Status	Union	Pay Range	Per Union Contract
FLSA Status	Non-Exempt	Last Revised	February 2026

Physical Demands: Classroom Teacher

The physical demands described here are representative of those that an individual must meet in order to successfully perform the essential functions of this job. C.V.O.E.O. will make reasonable accommodations to enable individuals with disabilities to perform these functions.

In an 8 hour workday, this job requires:

N = Never (0 hours per day)

R = Rarely (less than ½ hours per day)

O = Occasionally (½ to 2.5 hours per day)

F = Frequently (2.5 to 5.5 hours per day)

C = Continually (5.5 to 8 hours per day)

Lifting/Carrying (Amount of force exerted to lift and/or carry)

1 – 10 lbs. (circle one):	N	R	O	F	C
11 – 20 lbs. (circle one):	N	R	O	F	C
21 – 35 lbs. (circle one):	N	R	O	F	C
36 – 50 lbs. (circle one):	N	R	O	F	C
51 – 75 lbs. (circle one):	N	R	O	F	C
76 – 100 lbs. (circle one):	N	R	O	F	C

Pushing/Pulling (Amount of force exerted to push and/or pull)

1 – 10 lbs. (circle one):	N	R	O	F	C
11 – 20 lbs. (circle one):	N	R	O	F	C
21 – 35 lbs. (circle one):	N	R	O	F	C
36 – 50 lbs. (circle one):	N	R	O	F	C
51 – 75 lbs. (circle one):	N	R	O	F	C
76 – 100 lbs. (circle one):	N	R	O	F	C

Postures/Movements

Sitting (circle one):	N	R	O	F	C
Standing (circle one):	N	R	O	F	C
Walking (circle one):	N	R	O	F	C
Stooping, kneeling, crouching (circle one):	N	R	O	F	C
Reaching and/or grasping (circle one):	N	R	O	F	C
Hand/finger dexterity (circle one):	N	R	O	F	C
Climbing and/or balancing (circle one):	N	R	O	F	C
Carrying, pushing and/or pulling (circle one):	N	R	O	F	C

Cognitive/Sensitive

Talking (circle one):	N	R	O	F	C
Hearing (circle one):	N	R	O	F	C
Sight (acuity) (circle one):	N	R	O	F	C
Touch (circle one):	N	R	O	F	C
Smelling/tasting (circle one):	N	R	O	F	C

Occupational Aspects/ Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. C.V.O.E.O. will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Working Inside (circle one):	N	R	O	F	C
Working Outside (circle one):	N	R	O	F	C
Changing Temperatures (circle one):	N	R	O	F	C
Wet/Humid Conditions (circle one):	N	R	O	F	C
Confined Spaces (circle one):	N	R	O	F	C
Use of computer (circle one):	N	R	O	F	C
Weekend/evening (circle one):	N	R	O	F	C
Areas of dust, odors, mold (circle one):	N	R	O	F	C
Mechanical, electrical hazards (circle one):	N	R	O	F	C
A flexible work schedule (circle one):	N	R	O	F	C
Fast paced and deadline oriented (circle one):	N	R	O	F	C
Warehouse environment, may be noisy (circle one):	N	R	O	F	C
Collaborating and working with others (circle one):	N	R	O	F	C
Travel time, with occasional overnight stays (circle one):	N	R	O	F	C
Work independently and with minimal supervision (circle one):	N	R	O	F	C

Other Aspects

Infectious Agents (circle one):	N	R	O	F	C
Chemicals (circle one):	N	R	O	F	C

Employees must support C.V.O.E.O.'s mission consistently while performing their duties and while assisting C.V.O.E.O. in achieving the strategies and outcomes of our strategic plan. They must fulfill their individual responsibility to communicate suggestions, ideas, improvements and other constructive feedback to management. Additionally, every employee is responsible for following the guidelines set forth in the Employee Handbook,

The above is intended to describe the general content of, and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.

This job description reflects C.V.O.E.O.'s best effort to describe the essential functions and qualifications of the position described. This is not intended to be a contract for employment and either you or the employer may terminate employment at any time, for any reason. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications of the position. You will be evaluated, in part, based upon your performance of the tasks listed in this job description.

Employee Printed Name: _____ Date: _____

Employee Signature: _____