



## POSITION GUIDE

**Position Title:** Head Start Early Childhood Instructor I

**Code:**

**Department:** Early Childhood & Special Education Services

**Group:** Head Start

**Reports to:** Head Start Education Coordinator

**Date:**

### PURPOSE OF POSITION:

The Lebanon County Early Childhood Instructor I plans and implements an effective instructional program for preschool children.

### ESSENTIAL FUNCTIONS:

***All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:***

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***

1. Utilize knowledge of child development to formulate lesson plans that lead students towards the achievement of PA Early Learning Standards and the Head Start Child Outcomes.
2. Establish a safe learning environment that enables and maximizes the child's potential for growth.
3. Administer a system of assessment and documentation to guide instruction and monitor student achievement.
4. Translate curriculum and professional development into practice through the core instructional program.
5. Contribute student information and documentation in planning sessions including staff meetings, special education meetings and transition activities.
6. Support the successful transition of students from one setting to another.
7. Implement interventions and Tier II strategies as determined by the Disabilities Liaison, program staff and program partners.
8. Work collaboratively with the Lebanon County Head Start Early Childhood Assistant to implement curriculum, meet student needs and maintain a safe learning environment.
9. Establish and implement respectful, reciprocal relationships with parents that help to create a seamless experience between home and school.

***This is not a complete itemization of all facets of this position.***

***Page 1 of 2***

10. Adheres to the established work schedule through regular and consistent attendance.
11. Contributes to the effective team management of all problems, issues, and, opportunities.
12. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.
13. Other duties as assigned.

### **MARGINAL FUNCTIONS:**

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

**Education Required:** Bachelor's Degree and PA Certification in Early Childhood Education,

**Experience Required:** None required; several years of experience preferred.

### **SUPERVISION OF PERSONNEL:**

N/A

### **PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

**Activities:** Sit: 35%  
Walk/stand: 65%  
Driving to other locations: 0%

**Lifting:** Ability to lift up to 40 lbs.

**Vision:** Normal

**Mental Demands:** Interpret, analyze and problem solve

**Environment:** Preschool Education Classroom

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***Page 2 of 2***