

## JOB TITLE: Early Head Start Teacher

**PAY RANGE:** Starting pay \$19.07.

**LOCATION(S):** Friendship, NY

**WORK YEAR:** 12 months

**WORK HOURS:** Generally 8:30am -4:00pm Monday through Friday with occasional evening and weekend hours required.

**JOB SUMMARY:** Supports the school readiness of children and families by planning and implementing developmentally appropriate learning experiences for infants and toddlers, organizing and documenting each child and family's individualized services, and by maintaining a safe, healthy learning environment.

**Characteristics of an Effective EHS Teacher:** The ideal candidate will be nurturing and responsive to each child and family's unique needs. They will show empathy and the ability to connect and care for children with differing abilities and families with varying circumstances. Early Head Start Teachers need to be organized and efficient, display sound technology skills, and be adaptable to change. They must be committed to making a difference in the lives of children, families, and the communities in which we live/serve.

**Qualifications:** Child Development Associates Credential for Infant and Toddler Caregivers\*  
-or-  
Credential program equivalent to Infant/Toddler CDA (120 hours of training in infant/toddler caregiving and 480 hours of professional experience caring for infants and/or toddlers).\*  
-or-  
An associates, bachelors, or advanced degree in Early Childhood Education\* or a degree in a related field with 18 credit hours in early childhood education specific to infants and toddlers.

**Job Description:** Promotes the school readiness and healthy growth and development of enrolled children and families by providing effective and nurturing teacher-child interactions, planning and implementing learning experiences that ensure effective curriculum implementation and use of assessment and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language

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learners, as appropriate. Applies use of appropriate behavior management practices and assesses children's development and individualizes services to meet their needs.

Supports parents as the primary educators of their children through education, support, and by providing volunteer opportunities.

Organizes and documents each child and family's individual program planning and services delivery by maintaining updated, accurate records, including educational activity plans, observations, anecdotal records, screenings, assessments, individualized plans, volunteer reports, case notes, case conferencing, special needs services reports, etc.

Establishes and maintains a safe, healthy, nurturing learning environment by preparing materials, equipment and physical space for the daily plan; by ensuring that the classroom and materials are clean, safe, and age appropriate; by understanding and assuring compliance to federal, state, and local regulations; by providing support and guidance to volunteers and substitutes in the classroom.

### ACCORD BENEFITS:

- This is a full-time twelve-month position.
- Choice of 2 medical plans (co-pay or high deductible with health savings account option)
- Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
- 13 paid holidays (11 holidays and 2 floating holidays)
- Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
- Professional development advancement opportunities
- Up to 56 hours paid sick leave

New employees must be vaccinated against COVID-19 prior to their first day of employment.

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**SUBMIT COVER  
LETTER, RESUME,  
& ACCORD  
APPLICATION TO:**

**MAIL:** TRINA LAFLEUR, HR DIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84 SCHUYLER STREET  
BELMONT, NY 14813  
**EMAIL:** [tlafleuf@accordcorp.org](mailto:tlafleuf@accordcorp.org)

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