

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

HEAD START SOCIAL – EMOTIONAL SUPPORT LEAD TEACHER

POSITION: Head Start Social - Emotional Support Lead Teacher
Grant Funded Position

REPORTS TO: Head Start Program Coordinator & Executive Director of Elementary Schools

LOCATION: Head Start

NATURE OF WORK:

The employee works under the direction of the Head Start coordinator providing assistance, mentoring, and training to the students, families and educational staff in the area of Social Foundations. Works collaboratively with parents, staff, Mental Health professionals and the larger community in the delivery of behavioral/counseling supports to Head Start children and parents. Ensures the program's compliance with federally mandated Head Start Performance Standards in the area of Education and Early Childhood Development services. Work is performed under the general supervision of the Head Start Coordinator.

ESSENTIAL FUNCTIONS:

- Ability to meet the needs of all children specifically those with challenging behaviors, special needs, at risk, and culturally diverse populations;
- Ability to develop and implement program wide initiatives and conduct staff development;
- Ability to analyze data and maintain accurate and detailed records;
- Ability to use and integrate technology in instruction;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work cooperatively with other agencies to meet the needs of families and children;
- Ability to be versatile in job responsibilities and respond appropriately to an emergency or crisis situation;
- Ability to work at several school sites; and
- Ability to maintain integrity and confidentiality.

DUTIES AND RESPONSIBILITIES:

- Models and presents social/emotional lessons in the classroom, focusing on areas identified through staff surveys, needs assessments and on other identified skills essential for student success;
- Meets with individual and small groups of students to develop social-emotional skills based on identified needs;
- Models and provides behavioral support for challenging students in the classroom and mentors the families in the area of social emotional development under the direction of the program coordinator;
- Monitors screenings and assessment data to track student performance to determine effectiveness of social/emotional interventions;
- Participates in collaborative team discussions and other behavioral data-based decision-making sessions;

- Works collaboratively with all staff and support service providers within the program;
- Actively participates in scheduled communications/meetings and scheduled collaborations with the Head Start Coordinator and Educational/Disabilities Specialists;
- Facilitates parent and family workshops at the direction of the program coordinator, that addresses social emotional development and trauma focused education;
- Fosters and facilitates positive relationships within the Head Start program, the school community and SMCPs;
- Demonstrates prudent judgement and responds appropriately to an emergency or crisis situation;
- Conducts professional development and formal presentations on social-emotional, behavioral education and management for parents, teachers, and other community partners;
- Possesses intermediate to advanced computer skills, internet and e-mail;
- Serves on the Health Advisory Council and the Policy Council; and
- Other duties as assigned.

QUALIFICATIONS:

- Holds a valid certificate in early childhood/elementary education and certification in counseling or related field;
- Minimum of three years of successful teaching experience with substantial experience working with at risk populations and/or early intervention;
- Knowledge of developmentally appropriate child learning and development, preschool environment experience preferred;
- Knowledge and/or work experience in working with early childhood mental health and disabilities services; and
- Strong organization and time-management skills and
- All Head Start Staff are required to complete a TB screen and Health Examination for employment in the Head Start Program.

TERM OF EMPLOYMENT:

Grant funded full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC