



**Job Title:** Assistant Center Administrator  
**Department:** HS/EHS  
**Funding Source/Program:** HS/EHS  
**FLSA Status:** Exempt  
**Compensation Range:** Level 5  
**Supervisory Responsibilities:** Yes  
**Reporting To:** Center Administrator  
**Date Prepared:** 04/13/2015  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to be responsible for the total operation of assigned center(s) including but not limited to administrative tasks, compliance with all standards and regulations, staff management, parent and community relations and collaboration with all content areas while actively and consistently striving to provide an exemplary innovative program that provides comprehensive, high quality services through commitment and leadership to empower the whole child and family by partnering with family, staff and community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES –**

- Follow agency and center's operation procedures and ensure efficient daily operations in center(s).
- Ensure all operations are in compliance with Head Start Performance Standards and all State and Local regulations applicable to center.
- Ensure all records and information required on children, staff and program operation are accurate and up-to-date.
- Ensure all staff members abide by the "Confidentiality Policy" when dealing with children, families, staff and program records and information.
- Safeguard center's property by ensuring that all equipment and materials are properly used and maintained.
- Supervise all staff members assigned to center, evaluate staff's performance frequently and offer training and/or support accordingly.
- Conduct formal performance appraisal during established, appropriate timeframes.
- Conduct regular staff meetings, ensuring staff members are abreast of Agency's latest information
- Collaborate with all content area specialists who are assigned to serve the center's children, families and facility.
- Follow Collaboration Agreement with local school districts and/or agencies, if applicable.
- Assist in recruiting and monitoring/mentoring volunteers.
- Complete required administrative tasks and submit reports accurately and on time.
- Keep supervisor(s) informed regarding center's operations and status through oral and written communication.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

## **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Education/Experience:**

Bachelor's Degree required in Early Childhood Development, Elementary Education or related field. Minimum of one (1) year early childhood education / management experience. Knowledge of issues of low income families, especially minority groups. Experience in working with children, preferably birth to five years. Experience in Head Start/Early Head Start preferred. Knowledge of adult learning styles and successful approaches to adult learning. Training experience desirable in large and small group settings. Ability to meet Texas Department of Family and Protective Services Childcare Director's Certification requirements as follows; *A bachelor's degree with twelve (12) college credit hours in child development and six (6) college hours in business management and at least one (1) year of experience in a licensed child-care center.*

### **Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

### **Mathematical Skills:**

Intermediate to advanced math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Center Administrator  
**Department:** HS/EHS  
**Funding Source/Program:** HS/EHS  
**FLSA Status:** Exempt  
**Compensation Range:** Level 6  
**Supervisory Responsibilities:** Yes  
**Reporting To:** Operations Support Manager  
**Date Prepared:** 04/13/2015  
**Revision Date:** 12/01/2017

### **POSITION SUMMARY:**

The primary scope of this position is to be responsible for the total operation of assigned center(s) including but not limited to administrative tasks, compliance with all standards and regulations, staff management, parent and community relations and collaboration with all content areas while actively and consistently striving to provide an exemplary innovative program that provides comprehensive, high quality services through commitment and leadership to empower the whole child and family by partnering with family, staff and community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES –**

- Follow agency and center's operation procedures and ensure efficient daily operations in center(s).
- Ensure all operations are in compliance with Head Start Performance Standards and all State and Local regulations applicable to center.
- Ensure all records and information required on children, staff and program operation are accurate and up-to-date.
- Ensure all staff members abide by the "Confidentiality Policy" when dealing with children, families, staff and program records and information.
- Safeguard center's property by ensuring that all equipment and materials are properly used and maintained.
- Supervise all staff members assigned to center, evaluate staff's performance frequently and offer training and/or support accordingly.
- Conduct formal performance appraisal during established, appropriate timeframes.
- Conduct regular staff meetings, ensuring staff members are abreast of Agency's latest information
- Collaborate with all content area specialists who are assigned to serve the center's children, families and facility.
- Follow Collaboration Agreement with local school districts and/or agencies, if applicable.
- Assist in recruiting and monitoring/mentoring volunteers.
- Complete required administrative tasks and submit reports accurately and on time.
- Keep supervisor(s) informed regarding center's operations and status through oral and written communication.
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- This job description may be revised upon development of other duties and changes in responsibilities.

## **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Education/Experience:**

Bachelor's Degree required in Early Childhood Development, Elementary Education or related field. Minimum of one (1) year early childhood education / management experience. Knowledge of issues of low income families, especially minority groups. Experience in working with children, preferably birth to five years. Experience in Head Start/Early Head Start preferred. Knowledge of adult learning styles and successful approaches to adult learning. Training experience desirable in large and small group settings. Ability to meet Texas Department of Family and Protective Services Childcare Director's Certification requirements as follows; *A bachelor's degree with twelve (12) college credit hours in child development and six (6) college hours in business management and at least one (1) year of experience in a licensed child-care center.*

### **Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

### **Mathematical Skills:**

Intermediate to advanced math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)





455

**Job Title:** Cook/Custodian  
**Department:** Head Start/Early Head Start  
**Funding Source/Program:** Head Start  
**Supervisory Responsibilities:** No  
**FSLA Status:** Non-Exempt  
**Compensation Range:** Level 1  
**Reporting to:** Center Administrator  
**Date Prepared:** 02/16/2012  
**Revision Date:** 12/01/2017

### **POSITION SUMMARY:**

The primary scope of this position is to provide effective food services to Head Start children, ensuring cleanliness and safety in collaboration with assigned school/Head Start areas. This position is responsible for preparing nutritionally balanced, tasteful and appealing meals and snacks. Responsible for purchasing food and supplies and maintaining records required by Gulf Coast Community Services Association (GCCSA) and the Child and Adult Care Food Program (CACFP).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES – Head Start Performance Standard: Subpart D HEALTH PROGRAM SERVICES-1302.44**

- Responsible for ensuring a clean, safe, and functional facility by performing daily cleaning of the Head Start Kitchen, classrooms, and all other spaces used by the Head Start Program.
- Responsible for providing accurate counts to Cafeteria Manager for breakfast and lunch within required time period.
- Ensure snacks are served according to posted menus.
- Document and accommodate for any food allergies or special food requirements of enrolled Head Start and Early Head Start children.
- Responsible for submitting maintenance and food orders according to scheduled dates.
- Assist school cafeteria in areas needed when there is no conflict with serving Head Start children.
- Safeguard food services and housekeeping equipment and supplies assigned to each site.
- Follow proper dress code and ensure workplace safety issues.
- Follow proper safety precautions while lifting equipment and food items.
- Advise Center Administrator when cleaning supplies are needed in a timely manner.
- Ensure electrical plugs are covered and all exits are free of clutter.
- Communicate and work effectively with other staff members and parents
- Other duties as assigned to meet health and safety needs of the program.
- Ensure flammable and other dangerous material/poisons are stored in a locked cabinet or facilities separate from medications and food.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

### **Child and Adult Care Program - Section 4000: Managing the Program**

- Adhere to Head Start, USDA, CACFP and local health departments' requirements and regulations.
- Ensure correct portions/sizes are served in accordance with National Breakfast Program, School Lunch Program and the Child and Adult Care Food Program
- Collaborate with Cafeteria Manager and Nutrition office to meet the needs of children with special dietary needs.
- Responsible for accurately maintaining all records, pertaining to food service operation: invoices, inventory, meal production, claim for reimbursement, menu substitutions, etc. Submit records as required.
- Follow proper food handling and sanitation procedures
- Attend food service related training or learning activities.

Cook/Custodian - Revised: 12/01/2017

## **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Education/Experience:**

High School Diploma or GED preferred. Minimum of one (1) year experience working in a food service environment (experience having met Health Department Regulations, USDA and Head Start Standards is preferred). Relevant knowledge of basic food preparation and kitchen operations, including food safety requirements is a plus. Previous experience working with USDA/CACFP preferred. General bookkeeping skills are a plus.

### **Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

### **Mathematical Skills:**

Basic math skills required.

### **Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

### **Licensing/Certifications:**

Must obtain and maintain a current Food Manager's Certification.

Must be able to provide reliable transportation.

## **Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a childcare center /classroom setting. The noise level in the environment is very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

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Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Custodian  
**Department:** Head Start/Early Head Start  
**Funding Source/Program:** Head Start  
**Supervisory Responsibilities:** No  
**FSLA Status:** Non-Exempt  
**Compensation Range:** Level 1  
**Reporting to:** Center Administrator  
**Date Prepared:** 10/29/2017  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to maintain the Center facility and grounds in a safe, secure and sanitized manner, in compliance with all local, state, and federal standards/regulations. The role of the custodian is to follow daily, weekly and monthly cleaning schedules, not limited to the classrooms, kitchen, office, areas, bathrooms, storage areas, entrances, grounds maintenance, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES – Head Start Performance Standard: Subpart D HEALTH PROGRAM SERVICES-1302.44**

- Responsible for cleaning all areas of the center except for the kitchen.
- Assist the Cook in the cleaning of the kitchen areas as needed.
- Follow daily schedule for cleaning of classrooms and restrooms. Clean spills immediately and blood borne pathogens and follow the disposal biohazards guidelines.
- Sweep, mop and wax floors as often as needed and per schedule.
- Follow all OSHA Regulatory guidelines and keep paper products and chemicals separately and under lock and key.
- Must be able to plan and complete tasks and assignments on -schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must treat all people with respect and dignity while working with integrity.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's effort to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.
- Complete Daily and Monthly Playground Checklist.
- Schedule specific time and complete the washing of cots, windows and woodwork.
- Collect and bag all trash daily from the center, placing the tied bags in a closed dumpster.
- Disinfect and clean garbage and trashcans; and change bags daily.
- Check playground daily and keep areas free of trash and debris.
- Help with emergency clean up that relates regular duties as needed.
- Advise immediate supervisor and Operations Associate of cleaning supplies needed and complete janitorial inventory monthly.
- Keep paper products such as towels, tissues, soap, hand sanitizer and cleaning supplies stocked where needed.
- Wash and sanitize restrooms fixtures daily with germicidal solution. Wash restroom, classroom and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
- Vacuum all carpet daily; and sweep and clean entrance spaces daily.
- Dust, wash and sanitize other surfaces as specified in schedule and perform other cleaning duties assigned by supervisor.
- Refill paper towel, tissue, toilet paper and hand soap in all dispensers.
- Report to immediate supervisor any presence of insects, need for equipment repair, leaks, ect., in advance.
- Attends and participates in center in-service training and professional development.
- Perform other duties assigned or requested by the supervisor(s).

- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

## **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
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- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Education/Experience:**

High School Diploma or General Education Degree (GED). Demonstrate ability to maintain areas in a clean manner. It is preferred that the Custodian have training in the custodial field. Knowledge of proper cleaning methods required.

### **Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

### **Mathematical Skills:**

Basic math skills required.

### **Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

### **Licensing/Certifications:**

Must obtain and maintain a current Food Manager's Certification.

Must be able to provide reliable transportation.

### **Physical Demands & Work Environment:**

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The work environment is that which is typical of an childcare center /classroom setting. The noise level in the environment is very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

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Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Early Head Start Teacher I  
**Department:** Head Start/Early Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 2  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Early Head Start (EHS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30**

**Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.



### **Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for infants and toddlers.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

### **Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Assess infants and toddlers assigned to their classroom and demonstrate their knowledge, developmental stages, individual differences and cultural background.

### **Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

### **Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

### **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.

- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education/Experience:**

High School or General Education Development and a/Child Development Associate Credential at least 18 credits in Early Childhood Education. Six (6) months in a similar position working with infants and toddlers and able to supervise and interact with a group of 4-8 infants and toddlers.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

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The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

<b>JOB DESCRIPTION ACKNOWLEDGEMENT FORM</b>
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Revision Date: \_\_\_\_\_

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I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Employee's Name (please print)



**Job Title:** Early Head Start Teacher II  
**Department:** Head Start/Early Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 2  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Early Head Start (EHS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30**

**Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments and anecdotal notes
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

**Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.

- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for infants and toddlers.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

**Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Assess infants and toddlers assigned to their classroom and demonstrate their knowledge, developmental stages, individual differences and cultural background.

**Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

**Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

**ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.

- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education/Experience:**

Associate's Degree in Early Childhood Education/Child Development, required; or Associate's Degree in any major with a CDA with an infant and toddler endorsement. Six (6) months in a similar position working with infants and toddlers. Must be able to supervise and interact with a group of 4 - 8 infants and toddlers both indoors and outdoors.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

## JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

---

I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Employee's Name (please print)



**Job Title:** Early Head Start Teacher III  
**Department:** Head Start/Early Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 4  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Early Head Start (EHS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30**

**Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.



### **Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for infants and toddlers.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

### **Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data.
- Assess infants and toddlers assigned to their classroom and demonstrate their knowledge, developmental stages, individual differences and cultural background.

### **Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

### **Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

### **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.

- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education/Experience:**

Bachelor's degree required, emphasis in Early Childhood Education/Child Development Preferred or at least 18 credits in Early Childhood Education. Six (6) months in a similar position working with infants and toddlers. General Education Development and able to supervise and interact with a group of 4-8 infants and toddlers.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Family Service Specialist - Bilingual (English/Spanish) Required

**Department:** HS/EHS

**Funding Source:** HS/EHS

**FLSA Status:** Exempt

**Compensation Range:** Level 5

**Supervisory Responsibilities:** None

**Reporting To:** Center Administrator

**Date Prepared:** 11/30/2017

**Revision Date:** 12/01/2017

### **POSITION SUMMARY:**

The primary scope of this position to implement an exemplary innovative system of family support services and community engagement for both the Head Start and Early Head Start Programs in compliance with the Head Start Performance standards and all other regulatory requirements. Family Service Specialists are responsible to provide comprehensive high quality services through commitment and leadership that empowers the whole child, whole family through partnering with the family, staff and the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Head Start Performance Standard 1302.92):**

- Demonstrate knowledge of GCCSA Head Start/Early Head Start's mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start Performance Standards, Head Start Parent, Family and Community Engagement Framework, and Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Management system and other regulatory requirements.
- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Coordinate, communicate and collaborate with the Family Empowerment Specialist and Center Administrator to identify the needs and concerns at the centers, to effectively address any concerns, ensuring positive, goal oriented relationships with children, families and staff.
- Communicate and collaborate with all Content Area Managers, Specialists and other program staff to ensure integration of all Head Start/Early Head Start services
- Monitor data base system to ensure required tasks and supporting documentation are completed timely and accurately including case notes, Individual Family Partnership Agreements, applications, admissions/enrollments, etc.
- Attend in-service trainings, orientations, workshops and seminars as designated
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

### **Eligibility, Recruitment, Selection, Enrollment, and Attendance (Head Start Performance Standard 1302.10-1302.16)**

- Adhere to all Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) standards and GCCSA policies and procedures.
- Determine, verify and document eligibility
- Monitor data base system reports for any discrepancies pertaining to ERSEA.
- Achieve full enrollment the first day of school and maintain full enrollment throughout the school year.
- Maintain a health waitlist.
- Participate in year-round recruitment.
- Monitor children attendance and document in database system.

Revised: 12/1/17

### **Family Engagement (Head Start Performance Standard 1302.50)**

- Integrate a family engagement approach to engage parents and family in the child's learning and development, support parent-child relationships with specific strategies for father engagement at the center and home based programs and related activities.
- Work in partnership with other program staff to coordinate activities in the delivery of social services.
- Work with Program Governance Specialist to develop a strong volunteer program at the center.
- Adhere to case management model and procedure including, timely and accurate documentation, confidentiality at all times, , identification of family strengths and needs and individualized family partnership agreements.
- Ensure individualized family partnership agreements, follow up and referrals are entered in database system completely, accurately and timely.

### **Community Partnerships (Head Start Performance Standard 1302.53):**

- Assist and collaborate in establishing partnerships with community organizations that may include: Health providers, agencies that provide services to children with disabilities, child protective services, educational and cultural institutions, housing assistance agencies, domestic violence prevention and support providers, and other organizations or business that may provide support and resources to families.
- Be knowledgeable of community resources within the service area and how to access the services to ensure tht all families are linked to all needed services.

### **Policy Council and Policy Committee (Head Start Performance Standard 1301.3 – 1301.4) In-Kind (Head Start Performance Standard (Head Start Performance Standard 1303.4) Transitions (Head Start Performance Standard 1302.70 – 1302.72) :**

- Provide support to Policy Council and Policy Council Committees and ensure that the representative and alternate from the center attend meetings regularly.
- Establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.
- Ensure that in-kind is generated from the center.
- Provide a seamless transition in, transition out and transition between programs.

### **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High School Diploma or General Education Degree (GED), Associate Degree preferred. At least one year experience in a similar or comparable position. Knowledge of problems of low-income families and minority groups; experience in Head Start/Early Head Start preferred.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

Bilingual English/Spanish required.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Ability to travel to multiple locations. Must be able to attain a Family Development Credential (FDC) within 24 months of hire.

Must be able to provide reliable transportation and have the ability to travel to multiple locations.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. The employee must be able to lift children from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of an office and classroom setting. The noise level in the environment is usually moderately noisy to very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Family Service Specialist - Bilingual (English/Spanish) Required

**Department:** HS/EHS

**Funding Source:** HS/EHS

**FLSA Status:** Exempt

**Compensation Range:** Level 5

**Supervisory Responsibilities:** None

**Reporting To:** Center Administrator

**Date Prepared:** 11/30/2017

**Revision Date:** 12/01/2017

### **POSITION SUMMARY:**

The primary scope of this position to implement an exemplary innovative system of family support services and community engagement for both the Head Start and Early Head Start Programs in compliance with the Head Start Performance standards and all other regulatory requirements. Family Service Specialists are responsible to provide comprehensive high quality services through commitment and leadership that empowers the whole child, whole family through partnering with the family, staff and the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Head Start Performance Standard 1302.92):**

- Demonstrate knowledge of GCCSA Head Start/Early Head Start's mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start Performance Standards, Head Start Parent, Family and Community Engagement Framework, and Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Management system and other regulatory requirements.
- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Coordinate, communicate and collaborate with the Family Empowerment Specialist and Center Administrator to identify the needs and concerns at the centers, to effectively address any concerns, ensuring positive, goal oriented relationships with children, families and staff.
- Communicate and collaborate with all Content Area Managers, Specialists and other program staff to ensure integration of all Head Start/Early Head Start services
- Monitor data base system to ensure required tasks and supporting documentation are completed timely and accurately including case notes, Individual Family Partnership Agreements, applications, admissions/enrollments, etc.
- Attend in-service trainings, orientations, workshops and seminars as designated
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

### **Eligibility, Recruitment, Selection, Enrollment, and Attendance (Head Start Performance Standard 1302.10-1302.16)**

- Adhere to all Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) standards and GCCSA policies and procedures.
- Determine, verify and document eligibility
- Monitor data base system reports for any discrepancies pertaining to ERSEA.
- Achieve full enrollment the first day of school and maintain full enrollment throughout the school year.
- Maintain a health waitlist.
- Participate in year-round recruitment.
- Monitor children attendance and document in database system.

Revised: 12/1/17



### **Family Engagement (Head Start Performance Standard 1302.50)**

- Integrate a family engagement approach to engage parents and family in the child's learning and development, support parent-child relationships with specific strategies for father engagement at the center and home based programs and related activities.
- Work in partnership with other program staff to coordinate activities in the delivery of social services.
- Work with Program Governance Specialist to develop a strong volunteer program at the center.
- Adhere to case management model and procedure including, timely and accurate documentation, confidentiality at all times, , identification of family strengths and needs and individualized family partnership agreements.
- Ensure individualized family partnership agreements, follow up and referrals are entered in database system completely, accurately and timely.

### **Community Partnerships (Head Start Performance Standard 1302.53):**

- Assist and collaborate in establishing partnerships with community organizations that may include: Health providers, agencies that provide services to children with disabilities, child protective services, educational and cultural institutions, housing assistance agencies, domestic violence prevention and support providers, and other organizations or business that may provide support and resources to families.
- Be knowledgeable of community resources within the service area and how to access the services to ensure tht all families are linked to all needed services.

### **Policy Council and Policy Committee (Head Start Performance Standard 1301.3 – 1301.4) In-Kind (Head Start Performance Standard (Head Start Performance Standard 1303.4) Transitions (Head Start Performance Standard 1302.70 – 1302.72) :**

- Provide support to Policy Council and Policy Council Committees and ensure that the representative and alternate from the center attend meetings regularly.
- Establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.
- Ensure that in-kind is generated from the center.
- Provide a seamless transition in, transition out and transition between programs.

### **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High School Diploma or General Education Degree (GED), Associate Degree preferred. At least one year experience in a similar or comparable position. Knowledge of problems of low-income families and minority groups; experience in Head Start/Early Head Start preferred.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

Bilingual English/Spanish required.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Ability to travel to multiple locations. Must be able to attain a Family Development Credential (FDC) within 24 months of hire.

Must be able to provide reliable transportation and have the ability to travel to multiple locations.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. The employee must be able to lift children from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of an office and classroom setting. The noise level in the environment is usually moderately noisy to very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Head Start Teacher Aide Floater  
**Department:** Head Start/Early Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 1  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Head Start (HS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30 Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Work with teacher to ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, parent conferences, developmental screeners, assessments and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

### **Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Work with the teacher to set up and implement a well-organized classroom that is developmentally appropriate and inviting for pre-school age children.
- Work with the teacher to safeguard the equipment and materials assigned to classrooms, ensuring adequate supplies are available for all children.

### **Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Work with the teacher to develop and implement weekly lesson plans that included planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Work with the teacher to assess children assigned to their classroom and demonstrate the child's knowledge, developmental stages, individual differences and cultural background.

### **Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Participate in at least two home visits per family per program year.

### **Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

### **ESSENTIAL TRAITS/COMPETENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.

- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education/Experience:**

High School Diploma or General Education Development. Must complete and obtain a Child Development Credential (CDA) within 18 months of hire. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation and have the ability to travel to multiple locations.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Head Start Teacher Aide  
**Department:** Head Start/Early Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 1  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Head Start (HS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30**

**Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Work with teacher to ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, parent conferences, developmental screeners, assessments and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.



### **Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Work with the teacher to set up and implement a well-organized classroom that is developmentally appropriate and inviting for pre-school age children.
- Work with the teacher to safeguard the equipment and materials assigned to classrooms, ensuring adequate supplies are available for all children.

### **Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Work with the teacher to develop and implement weekly lesson plans that included planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Work with the teacher to assess children assigned to their classroom and demonstrate the child's knowledge, developmental stages, individual differences and cultural background.

### **Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Participate in at least two home visits per family per program year.

### **Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

### **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.

- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education/Experience:**

High School Diploma or General Education Development (GED). Must complete and obtain a Child Development Credential (CDA) within 24 months of hire. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

<b>JOB DESCRIPTION ACKNOWLEDGEMENT FORM</b>
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I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_



I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Employee's Name (please print)



**Job Title:** Head Start Teacher Assistant  
**Department:** Head Start/Early Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 1  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Head Start (HS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30**

**Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Work with teacher to ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, parent conferences, developmental screeners, assessments and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

### **Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Work with the teacher to set up and implement a well-organized classroom that is developmentally appropriate and inviting for pre-school age children.
- Work with the teacher to safeguard the equipment and materials assigned to classrooms, ensuring adequate supplies are available for all children.

### **Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Work with the teacher to develop and implement weekly lesson plans that included planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Work with the teacher assess children assigned to their classroom and demonstrate the child's knowledge, developmental stages, individual differences and cultural background.

### **Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Participate in at least two home visits per family per program year.

### **Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

### **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.

- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education/Experience:**

High School Diploma or General Education Development and Child Development Associate (CDA) credential. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Head Start Teacher I  
**Department:** Head Start/Early Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 2  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Head Start (HS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30**

**Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.



### **Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for pre-school age children.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

### **Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Assess children assigned to their classroom and demonstrate the child's knowledge, developmental stages, individual differences and cultural background.

### **Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

### **Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

### **ESSENTIAL TRAITS/COMPETENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.

- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Education/Experience:**

High School Diploma or GED and Child Development Associate Credential (CDA). Six (6) months in a similar position working with pre-school aged children. Must be able to supervise and interact with a group of 15-20 preschool children.

### **Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

### **Mathematical Skills:**

Basic math skills required.

### **Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

### **Licensing/Certifications:**

Must be able to provide reliable transportation.

### **Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)



**Job Title:** Head Start Teacher II  
**Department:** Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 2  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 9/19/19

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Early Head Start (EHS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30**

**Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments and anecdotal notes
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

**Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.

- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for infants and toddlers.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

**Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Assess infants and toddlers assigned to their classroom and demonstrate their knowledge, developmental stages, individual differences and cultural background.

**Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

**Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

**ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.

- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education/Experience:**

Associate's Degree in Early Childhood Education/Child Development, required; or Associate's Degree in any major with at least 12 credits in Early Childhood Education/Child Development. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

## JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Employee's Name (please print)



**Job Title:** Head Start Teacher III  
**Department:** Head Start/Early Head Start  
**Funding Source:** Head Start  
**FLSA Status:** Non – Exempt  
**Compensation Range:** Level 4  
**Supervisory Responsibilities:** None  
**Reporting To:** Center Administrator  
**Date Prepared:** 02/17/2012  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to plan and implement high-quality early education and child development services to Head Start (HS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

**ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30**

**Purpose:**

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments and anecdotal notes
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.



### **Teaching and Learning Environment - Head Start Performance Standard 1302.31**

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for pre-school age children.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

### **Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment**

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Assess children assigned to their classroom and demonstrate the child's knowledge, developmental stages, individual differences and cultural background.

### **Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:**

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

### **Training and Professional Development - Head Start Performance Standard 1302.92:**

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

### **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.

- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education/Experience:**

Bachelor's degree in Early Childhood Education/Child Development Preferred or at least 12 credits in Early Childhood Education. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

**Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

**Mathematical Skills:**

Basic math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)