



For a Brighter Future.

POSITION: **Head Start Preschool Teacher**

LOCATION: Brightpoint Head Start in **Fort Wayne & Ligonier**

HOURS: full-time school year positions available

SALARY RANGE: \$13.22 – 15.40/hour

---

**JOB DUTIES:**

*The Head Start teacher has the ultimate responsibility of providing day-to-day quality learning experiences for young children by applying methods that promote independence, curiosity, decision-making, cooperation, persistence, creativity, and problem solving in young children.*

---

1. Must work collaboratively with an assistant teacher, family members and other staff to achieve positive outcomes for children of all abilities
  2. Responsible for maintaining records on each child's progress and development for the purpose of planning and compliance with Head Start Performance Standards
  3. Responsible for engaging, coordinating and working closely with parents
  4. Responsible for individualization of the IEP for children with disabilities
  5. Responsible to assure a safe, nurturing environment providing enriching experiences throughout the daily routine
  6. Demonstrate the adult behavior indicators as outlined in CLASS, scoring at or above the minimum threshold scores for Emotional Support (6), Classroom Organization (5), and Instructional Support (3)
  7. Responsible for implementing Head Start Performance Standards, NAEYC criteria, Licensing requirements, and program policies, procedures and guidelines in the day-to-day operation of the classroom
  8. Ensure that confidentiality is respected and maintained at all times
- 

**SKILLS AND QUALIFICATIONS:**

9. Associate Degree in Early Childhood Education required. Bachelor's Degree in Early Childhood Education or related field with equivalent coursework preferred.
  10. Three (3) years' work experience in the field of early childhood education preferred
  11. Strong written and verbal communication skills
  12. Must become certifies in CPR and First Aid within twelve (12) months of hire
  13. Must have a valid driver's license and have access to dependable transportation
  14. When driving for Brightpoint the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance
- 

Brightpoint offers competitive benefits

- Medical, Dental, Vision and Health Savings Account (HSA)
  - Life Insurance and Voluntary Life Insurance options
  - Generous Paid Time Off (PTO) Accrual
  - 403B with an employer match
- 

DATES FOR INTERNAL POSTING: FROM December 2019 TO until filled

TENTATIVE DATES FOR EXTERNAL POSTING: same

APPROXIMATE DATE FOR POSITION TO BEGIN: immediately

---

FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN  
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)

---

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, age, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.