

**POSITION:** *Head Start Preschool Teacher*

**LOCATION:** Brightpoint Head Start (Allen & DeKalb County)

**HOURS:** full-time school year positions available

**SALARY RANGE:** \$24.00/hour

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**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.

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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 (6), 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
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**SKILLS AND QUALIFICATIONS:**

Associate Degree in Early Childhood Education required. Bachelor's Degree in Early Childhood Education or related field with equivalent coursework preferred.

9. Three (3) years' work experience in the field of early childhood education preferred
  10. Strong written and verbal communication skills
  11. Must become certified in CPR and First Aid within twelve (12) months of hire
  12. Must have a valid driver's license and have access to dependable transportation
  13. 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
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FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213

Applications accepted at 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)