



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Lead Teacher, Head Start, School Year (37.5 hrs/wk)**

WCAC is seeking a school year, Lead Teacher in our Southbridge Head Start program. The successful candidate will be responsible for planning and implementing a developmentally appropriate program that contributes to children's overall growth, self-esteem, social competence, development and safety.

### **Qualifications:**

- Department of Early Education and Care License, Lead Teacher.
- Bachelor's Degree in Early Childhood Education or related field.
- Supervisory experience preferred.
- Teacher's educational philosophy should be compatible with that of Head Start.
- Good verbal and written communication skills.
- Basic computer skills and working knowledge of Microsoft Office including Outlook. Ability to learn agency databases.
- Must work cooperatively and effectively with a diverse population.
- Ability to speak Spanish as a second language, preferred, other languages a plus.

### **Other Requirements:**

- Valid driver's license and reliable transportation.
- Ability to successfully complete a CORI/SORI/DCF review every two years.
- Mandatory physical every two years and evidence of negative Mantoux, required by DEEC. Hepatitis B (optional).
- First Aid and CPR certificates for infants and children.
- Evening hours may be required to meet the needs of the families and programs.
- Job site assignments may change based upon program needs.
- Physical ability to perform the job with reasonable accommodation including: ability to lift a child up to 50 pounds and bend to speak with child at the child's level, ability to physically set up and break down classrooms, including moving furniture and light housekeeping, and the ability to see and hear with reasonable accommodation.

### **Duties and Responsibilities:**

- Design and implement daily programs/activities. Use space, material, and routine as resources for constructing an interesting and safe environment that encourages exploration and learning indoors and outdoors.
- Complete weekly lesson plans, child observations, outcomes, assessments, individualization forms, log parent and child contacts in databases as well as other forms of paperwork as required by the program.
- Treat children for minor first aid and illness, which includes checking children's heads on a weekly basis for head lice.
- Practice Head Start standards of family style meals including eating with children.
- Maintain cleanliness of classroom to include organization throughout the program year as well as at the year-end closing.
- Supervise, train, mentor and evaluate classroom staff providing monthly observations and feedback.
- Complete formal performance evaluation on classroom staff annually in accordance with Agency policy.
- Collaborate and meet with the Family Case Manager on a weekly basis and as needed.
- Maintain an open, friendly and informative relationship with each child's family, encouraging their involvement.

Send cover letter and resume specifying position to: [hr@wcac.net](mailto:hr@wcac.net) or to Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. WCAC is an equal opportunity employer.