Child Focus, Inc.
Itinerant Bilingual Teacher Job Description

Employee Name: [Redacted]
Department: Early Learning
Program: ☑ Head Start  ☐ Early Head Start  ☐ Childcare
FLSA Status: Salary, Exempt  ☐ Seasonal  ☑ Year Round  ☐ Part Time  ☑ Full Time

SUMMARY

The Bilingual Itinerant Teacher is responsible for overseeing the implementation of an educational curriculum approach to promote the school readiness of DLL students participating in the Early Learning Programs. He/She will provide support and consultation to classroom teams serving DLL students, conduct screenings and assessments, facilitate parent conferences and home visits and prepare dual language learners to transition to kindergarten with appropriate skills.

EXPECTATION OF EMPLOYEE

- Adhere to agency policies and procedures including state and federal regulations.
- Act as a role model within and outside the agency.
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Consistently report to work on time prepared to perform duties of position.
- Adjust to changed work times based on program needs which may include flexible work times as well as occasional evening hours.
- Able to work with diverse families and children including children with special needs.
- Possess the interpersonal skills needed to work as a team member (communicate thoughts clearly, accept assigned duties, use effective problem solving skills).
- Meet all training requirements for position including any additional training required by Supervisor.
- Maintain confidentiality and professionalism in all areas when working with clients, staff, management, community members and records.
- Observe mandated reporter status at all times, reporting any suspicion of child abuse or neglect to Children’s Protective Services immediately.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promote learning in literacy, math, science, social studies, arts, and technology for DLL children.
- Work cooperatively with Teachers and center teams serving DLL students to incorporate individual goals for children to be included as part of the classroom lesson plans.
- Complete educational screenings of DLL students within 45 days of enrollment.
- Conduct ongoing observations and assessments of DLL children assigned to caseload.
- Facilitate two parent/teacher conferences and two home visits per year in conjunction with the Teacher serving DLL students.
- Translate educational documents and assist with interpreting for families as needed.
- Participate in recruitment of families and help maintain full center enrollment. Work cooperatively with Family Service Specialists on attendance and enrollment issues.
- Observe Mandated Reported status at all times, reporting any suspicion of child abuse or neglect to Children’s Protective Services immediately.
- Other duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES

All staff is responsible for the supervision of children in our program when working directly with children in a classroom setting, home visit or field trip or on a bus. Staff included as part of the ratio or who are working one-on-one with a child assumes primary responsibility for the supervision of children.

QUALIFICATIONS

Must be free and clear of all child abuse and neglect charges and have a satisfactory criminal records check in accordance with state and federal guidelines.

Possess a valid driver’s license, good driving record, reliable transportation, and meet insurance coverage criteria.

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

EDUCATION and/or EXPERIENCE

Associate Degree in Early Childhood or related degree, plus two years classroom experience. Bachelors Degree in Early Childhood preferred. Must be fluent in Spanish.

PHYSICAL DEMANDS

Must be physically and mentally able to fulfill job duties. Able to pass employment physical demonstrating ability to stoop, crawl, kneel, bend and to lift, carry and hold child of 40 to 50 pounds. Ability to maintain visual and auditory supervision of children at all times.

WORK ENVIRONMENT

The duties are performed primarily in classrooms, but may also include clients’ homes, an office, or other environments as needed.

TO APPLY:  Click here