

ASSISTANT TEACHER

IMMEDIATE SUPERVISOR: Early Learning Coordinator

WORKING HOURS: 40 hours a week (according to program needs)

MAJOR DUTIES/FUNCTIONS/RESPONSIBILITIES:

Child Health and Development

- Assists in completing developmental screenings within 45 calendar days of program entry.
- Participates in implementation of services for children with observable and suspected developmental problems.
- Participates in observation and recording children's developmental progress, changes in physical appearance, emotional and behavioral patterns.

Education and Early Childhood Development

- Assists in providing a balanced child development environment based on individual learning styles and family compositions with respect to both the independent and inclusive needs of all children.
- Assists in providing parents with opportunities to become actively involved in curriculum development, ongoing planning and observation skills discussed at home visits and parent teacher conferences.
- Assists in providing a socially and emotionally supportive environment through helping establish a secure, consistent and realistic environment with respect to individual and family backgrounds and children's needs.
- Assists in providing for each child's cognitive and language development using strategies that promote exploration, self-expression and interaction.
- Assists in providing an environment for emergent literacy and language opportunities relevant to developmental levels.
- Assists in providing equipment, materials, space and supervision to promote physical development.
- Assists in implementing a curriculum that supports individual patterns of learning and promotes social and cognitive skill building through integration of education, health, mental health and nutrition activities in both small and individual groupings.
- Uses a variety of strategies that support children's developmental progress based on the observations and ongoing assessment of each child.
- Assists in generating and using data on program and child outcomes to enhance Head Start program effectiveness.

Child Health and Safety

- Assists in maintaining documented practice of emergency procedures in classrooms.
- Demonstrates good safety and hygiene practices.
- Assists in medication procedures and policies.
- Assists in maintaining first aid kits.

Child Nutrition

- Promotes dental hygiene in the classrooms.
- Provides and participates in family style meal situations and that sufficient time is allowed for eating.
- Provides encouragement to children to try new foods.

Child Mental Health

- Promotes children's mental health in all classroom environments and activities.
- Assists in implementation of practices responsive to identified behavioral and mental health concerns of an individual child or group of children.
- Assists in communicating with parents about their children's behavior.

Family Partnerships

- Develops collaborative partnerships with parents to establish mutual trust.
- Assists families by acting as a liaison to resource program support staff and/or community agencies.
- Assists in continuous assessment and appropriate response to the needs of Head Start families, including follow-up.
- Assists in providing opportunities for parents to observe and participate in classroom activities.
- Participates in two home visits and two parent conferences per year to enhance knowledge and understanding of educational and developmental progress of children.

Community Partnerships

- Assists in providing transition services.

Program Governance

- Participates in introduction and recruitment of families for Policy Council & Parent Committee participation and helps insure classroom representation.

Management Systems and Procedures

- Assists in establishing and maintaining an effective record keeping system for documenting outcomes and service delivery to children.
- Demonstrates confidentiality in all Head Start situations.
- Actively participates in the annual program self-assessment.

Human Resource Management

- Abides by the agency standards of conduct as described in the Performance Standards and Personnel Policies.
- Demonstrates a team approach in establish classroom partnerships with coworkers.
- Demonstrates a commitment to life-long learning in developing a career development plan.

Facilities, Materials, and Equipment

- Provides ongoing monitoring with health, safety, and developmental needs of children in mind.
- Assists in arranging physical environment into functional areas that meets licensing requirements.

Attendance

- Assists in documenting child absences and patterns and in follow-up procedures.

Disabilities Service Plan

- Assists in providing children with disabilities all educational services in an inclusive setting as determined by their IEP.

QUALIFICATIONS:

- Must have a valid driver’s license, adequate car insurance and reliable transportation.
- Must have a CDA credential, be enrolled in a CDA program to be completed in one year, or have an AA, be enrolled in a program leading to an AA or BA degree.
- The newly employed assistant teacher will adhere to the career development plan written with their supervisor.

SPECIAL KNOWLEDGE AND SKILL REQUIREMENTS:

- The ability to work with disadvantaged and low-income families.
- The ability to communicate effectively through the use of good English language and grammar, both written & verbal.
- The ability to maintain proper documentation.
- The ability to work in partnership with co-teachers and other Head Start staff.
- The ability to physically interact with children, including stand, walk, sit, bend down to a child’s level, sit on the floor with children, respond to a child’s quick & frequent movements.

RECRUITMENT AND SELECTION:

- The Director and Content Manager shall actively recruit for the position of Assistant Teacher.
- The selection of the Assistant Teacher shall be based upon qualifications and experience as well as suitability to the Head Start Program.

SALARY RANGES AND INCREASES:

- The Assistant Teacher salary shall be based upon experience, education and comparable to similar positions in the communities served.

My signature indicates that I have received a copy of this job description and accept responsibility for performing the above mentioned job duties.

Employee Signature _____ **Date** _____

05/18