



## **JOB DESCRIPTION - ASSISTANT TEACHER PART DAY PROGRAM**

---

### **Purpose Statement**

The job of Assistant Teacher is done for the purpose/s of assisting the Head Start Teacher in providing quality, comprehensive child development services and selected health services to preschool children and their families; and encouraging parental involvement in educational planning, goal setting and center activities.

### **Essential Functions**

1. Assists with health screenings (e.g., hearing, vision, height/weight, etc.) for the purpose of identifying areas of concern and/or providing information to the appropriate personnel.
  2. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
  3. Maintains classroom equipment, work areas, student files/records (e.g. instructional materials, meal counts, dental/health screenings, cleaning work areas/playground, observations, etc.) for the purpose of ensuring availability of items, providing reliable information and/or ensuring a safe and sanitary environment.
  4. Responds to inquires from a variety of sources for the purpose of resolving issues providing information and/or referrals.
  5. Assists in organizing indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.
  6. Helps teacher Instruct children and parents (e.g. nutrition, self care, social, motor skills, language skills, etc.) for the purpose of optimizing development of each child and helping to enhance parenting skills.
  7. Implements academic, behavior, family events, health and nutrition plans (e.g. literacy activities, stories, songs, math/science activities, art, etc.) for the purpose of achieving program objectives.
  8. Helps to carry out small group activities for the purpose of providing classroom activities and routines that support individual/group needs and/or delivering services in compliance with established guidelines.
  9. Monitors students in a variety of educational settings (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.
  10. Models conversation, manners, clean up activities, listening, etc. for the purpose of demonstrating appropriate social behavior.
-

# **JOB DESCRIPTION - ASSISTANT TEACHER PART DAY PROGRAM**

11. Acts as a support and resource person for families for the purpose of assisting the Teacher in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program.
12. Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
13. Attends meetings and/or workshops (e.g. in-service, staffing, training, parent meetings, interdisciplinary team, etc.) for the purpose of conveying and/or gathering information required to perform functions and/or maintaining their professional knowledge.
14. Cleans facilities, equipment and playground area (e.g. laundering, organizing, sanitizing, etc.) for the purpose of ensuring a safe and sanitary environment.
15. Sets-up and serves meals and snacks for the purpose of meeting nutritional needs of students.
16. Assists children with hand washing, tooth brushing, diapering, etc., for the purpose of modeling appropriate personal hygiene.
17. Assists in maintaining a variety of documents, files and records (e.g. student records, observations, etc.) for the purpose of ensuring an efficient and effective work environment.
18. Participates as a team member in interdisciplinary planning for children and families for the purpose of conveying and/or receiving information related to program plan.
19. Performs functions of Head Start Teacher for the purpose of ensuring adequate coverage in their absence.

## **Equipment To Be Used**

1. Telephone and voice mail
2. Copy machines
3. Fax machine
4. Classroom equipment/materials
5. Screening equipment
6. Computer, including email and internet

## **Working Conditions**

1. Attend center meetings and activities, including some evenings.
2. Lift and hold children. Lift and move educational materials and equipment up to 40 pounds.
3. Stand, stoop, kneel, bend, and work with children on the floor for extended periods of time.

# **JOB DESCRIPTION - ASSISTANT TEACHER PART DAY PROGRAM**

4. Follow universal precautions when caring for the hygiene needs, including diapering, of children.

## **Qualifications**

Contingent: (Must be fully qualified by 9-30-2013)  
High School Diploma or GED  
One year experience in an early childhood setting preferred

Fully Qualified: Current CDA  
ECE certificate that meets or exceeds CDA requirements  
One year experience in an early childhood setting preferred

Other: AA/BA/MA in early childhood education  
AA/BA/MA in related field plus 18 credits in early childhood education  
AA/BA/MA in any field plus 25 credits in early childhood education

Preferred Qualifications: Current and former Head Start parents receive preference for employment vacancies for which they are equally qualified.

## **Requirements**

1. Initial health examination, including screening for TB. (See Medical Release form)
2. Obtain a First Aid and Infant/Child CPR card within 90 days of hiring and keep current.
3. Complete Criminal History Declaration form and fingerprinting.
4. Obtain a Food Handler's Permit within 90 days of hiring and keep current.

## **Skills and Abilities**

1. Ability to work effectively with children, families, community members and staff of diverse backgrounds.
2. Ability to work as a team member.
3. Ability to use effective organizational and time management skills.
4. Ability to provide training and support to volunteers.
5. Ability to follow directions/guidance from the teacher.