



POSITION: Early Childhood Programs Assistant Teacher

REPORTS TO: Early Childhood Programs Coordinator

SALARY: As per agency salary schedule **FLSA:** Non-Exempt

KNOWLEDGE, SKILLS AND ABILITIES:

1. Prefer degree in ECH or AS in Early Child Care or CDA and previous preschool experience.
2. Successful completion and renewal certification in mandatory licensing requirements.
3. Good written and verbal communication skills.
4. Mandatory child abuse / sexual abuse / neglect reporter.
5. Knowledge of HS Performance Standards, State Licensing rules and NAEYC Accreditation Policies.
6. Limited chauffeur's license with acceptable driving record to transport children in isolated instances.
7. Ability to perform medium to heavy physical work, exerting up to 50 pounds of force on occasion, up to 20 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, including some duties requiring repetitive motion skills, such as keyboarding and computer use.
8. Initial physical and one every 2 years thereafter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The necessary responsibilities for this position are outlined within the following competencies:

- A. Applying Knowledge of Child Development:
 1. Assist classroom teacher in daily operation of classroom; assume duties of teacher in his/her absence.
 2. Adjust classroom experiences to address each child's status and goals.
 3. Share knowledge with families to support children's cognitive, physical, social and emotional development.
 4. Encourage children to initiate activities of their own choice, and to work collaboratively within group learning situations through problem solving and reasoning opportunities.
 5. Recognize and respect the various cultures and languages represented in program.
 6. Integrate knowledge of all developmental domains throughout the curriculum and classroom environment.

- B. Documentation and Planning:
 - 1. Use various strategies to collect data about children's progress.
 - 2. Engage with classroom team to plan and implement strategies to support children's progress and transitions.

- C. Communication and Professionalism:
 - 1. Engage in direct and respectful communication with members of the classroom team, others in the program, families and those in community, striving to ensure that communications with families is in their preferred language.
 - 2. Effectively model daily practices such as PBIS, safety, nutrition, hygiene and cultural sensitivity.
 - 3. Use feedback and self-reflection to assess own practice and to further professional growth.
 - 4. Demonstrate respect for families in conversation with others in the program or with outside service providers by sharing information objectively.
 - 5. Adhere to Head Start Standards of Conduct and all confidentiality requirements.

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Familiarity with computer knowledge and skills in computer operations.
- 2. File and organize classroom information.
- 3. Attend meetings and trainings as required.
- 4. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and other duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duty as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Hiring is subject to Policy Council approval and grant funding.

Approved by Policy Council and the Multi-County Board, 1-2015

Signature

Date

Print Name