

Trumbull Community Action Program Head Start Job Description

Title of Position: Assistant Teacher

Immediate Supervisor: Center Supervisor

Employee Type: Hourly/Non-exempt

GENERAL SUMMARY OF POSITION

This position works as a part of a teaching team, partnered with a teacher. This position serves as the assistant teacher in a Head Start classroom and assists the teacher in carrying out the goals, policies, and activities designed to implement educational objectives and performance standards and to attain the goals of the program. Works with typical developing children, as well as children with disabilities. Promotes parent involvement in the program. The role of an assistant teacher is part of a large system of services provided to Head Start children and families. This position may be assigned to other classrooms, centers, and additional duties as deemed necessary by Head Start Director.

Essential Responsibilities

Preschool Classroom Activities

1. Assists the teacher in all classroom activities including lesson plans.
2. Provides sufficient and appropriate outdoor time daily for children
3. Assists in developing materials and providing activities related to the cultural background of the children and families served.
4. Participates in the screening, observation and documentation of children.
5. Helps supervise at mealtime, eating with the children to encourage good nutrition and proper social skills.
6. Helps keep the classroom and its contents clean and orderly.
7. Becomes familiar with each child and parent.
8. Uses initiative and imagination to assist the child and be perceptive and knowledgeable about the needs of each child.
9. Assists the teacher in any aspect of the program as the need arises.
10. Takes charge of the class in the teacher's absence.
11. Makes home visits with the teacher as required or requested and documents them as requested.

Child and Adult Care Food Program

1. Contributes to the collection and edit processes of correct documentation for the Child and Adult Care Food Program (CACFP). This process is important and contributes additional dollars which in turn enhances food delivery.
2. Be knowledgeable about CACFP requirements regarding portions and components of each meal service.
3. Conduct point of service meal documentation. Count meals when children are seated and have been offered a credible meal by USDA standards for portions and components.
4. Enter point of service meal counts in appropriate forms or software used by program to support claim reimbursement.

General Job Duties

1. Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement.
2. Attends all workshops and meetings as deemed necessary by the immediate supervisor.
3. Attends all required staff and parent meetings and activities.
4. Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
5. Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury; including the exercise of universal precautions and the prevention of contamination.
6. Positively promotes Head Start in the community.
7. Maintains strict confidentiality with respect to Head Start children, families and staff in accordance with established policies and procedures.
8. Performs other duties assigned by Head Start Director, Operations Manager or immediate supervisor.

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent.
- Have a current Child Development Credential (CDA) or be enrolled in a CDA credential program to be completed within two years of being hired into the position.
- Must be willing to work toward an associate or baccalaureate degree in Early Childhood or a related degree.
- Must be familiar with Early Childhood data management systems.
- Should have working knowledge of Microsoft Office (Word, Excel, and Power Point) and basic math skills.
- Must have excellent oral and written communication skills and culturally sensitive to individuals with various backgrounds.
- Must be able to work independent and make sound decisions.
- Must possess a valid Ohio Driver's License, have reliable transportation, and show current proof of vehicle insurance; travel is required for this position.
- Must pass background check and submit to random drug testing.
- Must be able to lift up to 50 pounds.
- Must be sensitive to the needs and problems of the elderly, handicapped, and socio-economically disadvantaged residents in Trumbull County.
- Must have a pleasant demeanor, a positive attitude, a willing spirit and be a team player.

Standard of Conduct

By signing this job description, I agree to abide by the following Standards of Conduct as outlined in the Head Start Performance Standards:

1. I agree to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. I agree to follow program confidentiality policies concerning information about children, families, and other staff members.
3. I agree to never leave a child alone or unsupervised while under my care.
4. I agree to use only positive methods of child guidance and will not engage in corporal punishment, emotional, or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or denial of basic needs.

I have read and understand the above job description. I assert that I am able to perform the essential job functions, meet the requirements of this position, and satisfy the expectation for regular attendance at work.

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the requirements of this position, and satisfy the expectation for regular attendance at work.

Employee Name Printed

Employee Signature

Date

Supervisor Signature

Date

HS Director Signature

Date