

Clarksville/Montgomery County Community Action Agency
Head Start Program

Job Description
Head Start Assistant Teacher (10 Month)

Policy Council Approval: 07/16/2014

Reports to: Education Manager and Teacher

Service Key Result Areas:

1. Child Health and Development
2. Education and Early Childhood Development
3. Child Nutrition

Requirements:

- **Education:** Associate, Baccalaureate or advance degree in Early Childhood Education.
- **Experience:** Experience working with typical children and children with disabilities and families in a preschool setting is preferred.
- **Skills:** Excellent communication with children, parents and staff a must. Record keeping and computer skills are highly desired.
- **Knowledge:** Knowledge of developmentally appropriate practices for preschoolers.
- **Ability:** To work as a team member.

Responsibilities:

- Maintains professional communication skills and confidentiality of all records and information for staff, parents, children, visitors and community representatives.
- Adheres to all operational policies and procedures for the CMCCAA and Head Start Program to ensure compliance with CMCCAA personnel policies; Federal Performance Standards; State Regulations; and established Written Plans. ***You may be needed to assist in another classroom.***
- Assist in ensuring safe and timely disposition of children to and from the center – ***will do a 3rd person bus check/will ride as a bus monitor*** - along with posting emergency information; fire and tornado drill reports; and food allergies.
- Assists the Teacher in using the Teaching Strategies Gold Assessment Tool to assess each child's developmental level and to develop individualized educational plans. Assist in posting emergency information; fire and tornado drill reports; and food allergies.
- Assist, promote and support cultural diversity awareness and children's individual strengths along with preparing and implementing lesson plans for their classroom and discusses any changes and/or recommendations with the Teacher.
- Interacts with parents and other family members to promote optimum participation by family members in all aspects of the ECE component; ***will assist/help all families.***
- Serves as the Teacher in the classroom in the absence of the regular Head Start Teacher for short or expanded periods of time.
- Assist with the accurate and timely completion of children's classroom records and required documentation including agreement and permission forms, home visit reports, Parent/Teacher conference reports, parent contacts, IEP's (when required), etc.
- Inputs data into Teaching Strategies Gold software/database ***on a weekly basis.***

- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Assist in translating of LAP-D objectives into developmentally appropriate activities.
- Assist the Teacher in ensuring parents are informed of screenings and results as well as the purpose and results of any subsequent evaluations.
- Assist in maintaining a classroom that meets cleanliness, health, and safety standards.
- Assist in arranging the physical environment by selecting the number and types of interest/learning centers; choosing developmentally appropriate curriculum, equipment and materials for integration of the health, nutrition, and mental health services.
- Use appropriate guidance and classroom management techniques appropriate for young children.
- Assist in providing developmentally appropriate activities related to the curriculum areas and assist with implementing activities as specified in the IEP for children with disabilities.
- Assist in achieving for scores of 3 or above using the ECERS-R as a guideline.
- Assist in ensuring posting of the monthly menu on the parent board and with integrating nutrition education concepts into the lesson plan using the Color Me Healthy curriculum.
- Assist in preparing at least ***one monthly nutritional*** food activity with the class along with ensuring family style meal service is implemented in the center daily.
(Food Experience Request form)
- Assist in planning one transition visit to a Kindergarten class in the public school.
- Implement School Readiness Goals.
- Using CLASS as your guide for Teacher-Child interactions.
- Maintains and submits accurate time sheets and leave forms to the Classroom Teacher in a timely manner, ensuring complete and accurate information.
- Assist the Teacher with daily operations.
- Follow instructions given by the Teacher.

Physical Requirements:

Strength

- Standing – up to 75%
- Walking – up to 75%
- Sitting – up to 75%
- Lifting – up to 40 lbs
- Carrying – up to 40 lbs

Reaching

- Handling – 60% or more
- Fingering – 60% or more
- Feeling – 60% or more
- Throwing – between 20-60%
- Eye-Hand Coord. – 60% or more
- Foot-Hand-Eye Coord. – 60% or more

Climbing

- Stairs – less than 20%
- Ladders – less than 20%
- Balancing – less than 20%

Communicating

- Ordinary – 60% or more

Hearing

- Ordinary – 60% or more

Stooping

- Kneeling – 60% or more
- Crouching – 60% or more
- Turning/Twisting - 60% or more
- Bending at Waist – 60% or more

Seeing

- Acuity: Near – 60% or more
- Acuity: Far – 60% or more
- Depth Perception – 60% or more
- Accommodation – 60% or more
- Color Vision – 60% or more
- Field of Vision – 60% or more

Working Area

- Inside – 90% or more of the work day
- Outside – 10% of the work day

Atmospheric Conditions

- Odors – less than 20%
- Dusts – less than 20%

Noise

- Noise Level – between 20-60%
- Exposure (hours/day) – between 20-60%

Mental Requirements:

- Understand and carry out oral instructions- 60% or more 60% or more
- Read and carry out simple written instructions 60% or more
- Inspect, examine and observe for obvious product or equipment defects between 20-60%
- Count, make simple arithmetic additions, and subtractions between 20-60%
- Using measuring devices such as tapes, gauges, rules, weight scale where reading is direct and obvious between 20-60%
- Assemble or disassemble objects between 20-60%
- Operate equipment requiring specialized knowledge of process between 20-60%
- Plan own work activities between 20-60%
- Plan work activities of others 60% or more
- Direct work activities of others 60% or more
- Coordinate work activities of others 60% or more
- Train other workers between 20-60%
- Work as a member of a team 60% or more
- Work without supervision 60% or more
- Work with minimum amount of supervision 60% or more
- Work under pressure 60% or more
- Work on several tasks at the same time 60% or more

- **All offers of employment are contingent upon clear results of a thorough background check, drug/ alcohol test and the approval of Head Start Policy Council.**
- **All employees must meet qualification standards that are job related and consistent with business necessity and must be able to perform the essential functions of the job with or without reasonable accommodations.**
- **The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**
- **This document is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between CMCCAA and you.**
- **CMCCAA is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all- inclusive; employees may perform other related duties as necessary to meet the needs of the organization.**

ACKNOWLEDGMENT:

I, _____, have received a copy of the job description for my position, and I have read and understood the contents therein.

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date