



POSITION DESCRIPTION

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| <u>Position:</u> | Early Head Start Assistant |
| <u>Job Status:</u> | Full-Time, Benefits-Eligible |
| <u>FLSA Classification:</u> | Non-Exempt |
| <u>Reports To:</u> | Associate Director |

Position Summary:

The Early Head Start Assistant is responsible for assisting the Teacher in creating, maintaining and managing an attractive, warm, and challenging learning environment for infants and toddlers. The Early Head Start Assistant collaborates with all staff to facilitate the utilization of needed services to the children and their families. This person is responsible for keeping accurate reports and forms on each child, and guaranteeing that all of the necessary forms are completed and properly maintained.

Primary Responsibilities

Early Childhood Education Services

- Conducts developmental screenings and makes referrals when needed
- Enters child observations into the Teaching Strategies Gold database system on a weekly basis
- Participates in data meetings to review child outcome data
- Seeks parent involvement in planning culturally and linguistically responsive activities
- Plans and implements developmentally appropriate activities designed to promote school readiness and support learning through daily routine (i.e. lesson planning)
- Supplies and/or suggests materials to enhance the learning activities

Building Effective Relationships with Families

- Develops and maintains meaningful, productive relationships with families
- Participates in scheduled home visits with families twice a year
- Promotes parents' overall involvement and participation in program governance
- Promotes family involvement in agency-wide activities (e.g., health fairs, festivals, other activities)
- Encourages and welcomes family engagement in the daily program

Supporting Comprehensive Services

- Works collaboratively with other agencies to help meet the needs of families in the program
- Works in collaboration with other program staff and consultants to monitor, track, and coordinate services for children and parents

Administrative

- Maintains records on each child according to program guidelines
- Performs other duties requested by the Supervisor

Required Qualifications

- High School Diploma or GED-Equivalent; CDA preferable
- All candidates must have previous experience working with young children
- Must be willing to pursue classes in Early Childhood Education, as required by the program
- Must be willing to participate in cross-cultural training to work with families in need of various forms of assistance
- Strong written, verbal, communication, and organizational skills
- Ability to establish supportive relationships with staff and families from diverse backgrounds
- Ability to utilize basic office equipment and learn how to enter data into the COPA system
- Ability to work within a team environment as a cooperative and supportive team member
- Ability to sit on floor, bend, reach and lift children up to 40 lbs.

This job description does not constitute a contract. TCC reserves the right to add to or change the duties of this position.