



## POSITION DESCRIPTION

<b><u>Position:</u></b>	Assistant Teacher
<b><u>Job Status:</u></b>	Full-Time, Benefits-Eligible
<b><u>FLSA Classification:</u></b>	Non-Exempt
<b><u>Reports To:</u></b>	Associate Director

### Position Summary:

The Assistant Teacher is responsible for assisting the Teacher in creating, maintaining and managing an attractive, warm, and challenging learning environment for all children enrolled in the Head Start program. The Assistant Teacher collaborates with all staff to facilitate the utilization of needed services to the children and their families.

### 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**

- A High School Diploma or GED-Equivalent and a CDA or currently enrolled in a program leading to an Associate's or Bachelor's Degree
- A minimum of two (2) years of experience working with children in an accredited child development program
- Strong verbal and written communications skills
- Ability to professionally interact with people of various cultural and social backgrounds
- Ability to establish supportive relationships with staff and families from diverse backgrounds
- Ability to utilize basic office equipment and familiarity with online learning and record-keeping databases
- Ability to work within a team environment as a cooperative and supportive team member
- Must be willing to pursue classes in Early Childhood Education, as required by the program