

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
MIGRANT AND SEASONAL HEAD START
Job Description**

Date: March 2010
Exposure Determination Category 2

Salary Grade 14-17
Chart # 2

Job Title: Assistant Teacher

Reports To: Teacher

General Function: Assist Teacher to implement the education and parent involvement objectives through daily operation of center in accordance with Dept. of Health and Human Services Administration for Children, Youth and Families (ACYF) Head Start Performance Standards and state licensing.

Typical Duties and Responsibilities:

1. Establish a classroom structure implementing program curriculum, developmentally appropriate practices and maintain a safe, healthy, and nurturing education environment that ensures a quality child development program.
2. Translate communication between program, child and family using family's primary language when appropriate.
3. Interact in a skilled, respectful and sensitive manner to strengthen families as the primary nurturers of their children through improved parenting skills, emotional well-being, and progress toward family goals.
4. Partner with families and communicate to provide children with education, health and nutritional services to enhance their growth and development.
5. Effectively use and maintain materials, supplies, equipment, facilities and grounds.
6. Provide individualized training of support staff with the support of management team and participate in development of employee development plans.
7. Encourage community involvement and support for the program documented by non-federal match.
8. Maintain standards of confidentiality regarding program, children, families and staff.
9. Participate and contribute to the support of a quality program through participation in team meetings and program assessment.
10. Performs other duties as assigned.

Scope of Position:

- Reports to Teacher and is indirectly supervised by Education Supervisor.
- Receives moderate supervision.
- Work is delineated by performance standards, written plans and current policies and curriculum.
- Supervise 1-2 aides.
- Work is evaluated by outcomes produced.
- Position has limited financial impact, and optimum use of resources and development of in-kind.
- Typically includes quality experiences in classroom, communication with and support of parents, problem solving and team development.
- Perform as a manager for second shift.
- Model positive regard for program in the community.
- Advocate for children and families in the community.
- Typically contacts are with children and families and all levels of staff and external contacts are with community in support of the program.

Knowledge, Skills and Technical Abilities:

- Must have a current CDA in appropriate area.
- Early Childhood classes, experience in education of children ages 0-5 is preferred.
- Requires proficient level of communication skills oral and written, teamwork and managing conflict, as well as the ability to prioritize or organize own job responsibilities.
- Experience in working with families from various ethnic backgrounds is preferred.
- Basic level of computer knowledge is required.
- Valid driver's license with good driving record and insured vehicle.
- Current CPR and First Aid card.
- Complete 20 contact hours of education annually in subject matter related to position.

Working Conditions:

- Classroom 75%
- Training, meetings and community interactions 25%
- Work is frequently stressful and requires the ability to meet tight deadlines.
- Occasional out-of-town travel for training.
- Will work some evenings and weekend meetings and training.

Major Accountabilities:

1. Children have grown socially, emotionally, cognitively and physically.
2. Responsible for a facility that meets local, state and federal requirements.
3. Ensure that parents are an integral part of the program, giving input into curriculum.
4. Effective management of center, documentation and reports in a timely manner.
5. Safe and healthy environment for children.
6. Regular communication with management team, center team and parents.
7. Use and encouragement of volunteers and community to meet the non-federal match assigned to center.

Physical Requirements:

1. Must complete health physical upon entry to program and yearly health screenings.
2. Must be able to move about, getting up and down from floor play with children.
3. Age 21 or above
4. Must be able to lift 50 lbs.
5. Physically able to perform job.

Grade 14 – Current CDA in appropriate area

Grade 15 – AA/CDA or AA in Early Childhood

Grade 16 – BA in Education or related field and CDA in 6 months

Grade 17 – BA in Early Childhood

Approved by: _____, Human Resources _____ Date

Approved by: _____, Program Director _____ Date