

WRIGHT COUNTY COMMUNITY ACTION JOB DESCRIPTION

POSITION TITLE: **HEAD START ASSISTANT TEACHER**

POSITION DESCRIPTION: To assist the Head Teacher with planning and daily implementation of the Head Start center-based activities for low-income families and children.

DUTY STATION: Assigned Head Start Center
HOURS PER WEEK: 40 hours per week/1504 year
 8:00 – 4:30 Monday - Friday
SUPERVISOR: Head Teacher

DESIRED SKILLS/QUALIFICATIONS:

1. Bachelor's or Associate degree in Early Childhood Education, Family Development, Social Work, or other human services related field or have a Child Development Associate Credential (CDA) or are working toward obtaining a Child Development Associate Credential.
2. Classroom or Head Start experience as an Early Childhood Educator.
3. Must meet State Licensing requirements for First Aid training, CPR training, Child Passenger Safety training, physical examination and Applicant Background Studies.
4. Ability to relate to and work cooperatively with staff and parent committees.
5. Ability to relate to and work comfortably with parents and children of low-income families, children with special needs and their parents and parents and children of diverse backgrounds.
6. Experience and ability to work with Spanish speaking parents and children.
7. Must be able to attend one evening meeting per month.
8. Must have access to transportation for regular, local business and travel.
9. Knowledge and experience in Head Start or Early Childhood programs.
10. Must be able to utilize and operate computers in daily operations.
11. Must be able to act as bus monitor
12. Abilities in Spanish, desired.

I. General Responsibilities:

The Assistant Teacher is responsible for assisting the Head Teacher with planning and implementation of the center program activities in order to promote physical, social, emotional and cognitive development of all enrolled children.

II. Specific Responsibilities

1. To maintain a clean and safe environment including washing and sanitizing all food related surfaces/utensils, vacuum and/or wash floors, empty all trash receptacles and set up/tear down of center equipment.
2. To put into practice, WCCA Head Start's nutrition standards including grocery acquisition, food service, sanitation, recordkeeping and occasional meal planning.
3. Act as a bus monitor on assigned routes.
4. To assist Head Teacher with implementation and monitoring of center activities including conducting tooth brushing, use of restroom and handwashing, documenting attendance, taking developmental observations and maintaining a staff ratio at all times when children are present.
5. To assist Head Teacher with record keeping activities including maintaining accurate and complete childrens' files and computerized and manual documentation necessary to program operations.
6. To assist the Head Teacher and coordinating staff with implementation of individual Head Start service plans.
7. Maintain open lines of communication with all Head Start staff, enrolled children and families.
8. Attend Mediator Meetings, staff training and other meetings as assigned.
9. Assist the Head Teacher with parent involvement activities including orientation of parent volunteers and attending monthly parent meetings.
10. Must be able to assume responsibility of Head Teacher.
11. To assist Head Teacher with all center and field activities.
12. Perform other duties as assigned.

Confirmation of Understanding:

I verify that I have received and read my full job description and understand the scope of my responsibilities in this role and my commitment to Wright County Community Action.

Print Name_____

Signature of Employee_____ **Date**_____