

Department/Division: Head Start
Reports To: Head Start Specialist
Supervises: None
Status:
Duty Station: Assigned Head Start Center



Head Start Substitute Assistant Teacher

Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency’s goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The purpose of the Assistant Teacher is to assist the Head Teacher with planning and daily implementation of the Head Start center-based activities for low-income families and children.

Education and Experience

- 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. A State awarded certificate that meets or exceeds the requirements for a CDA credential is also acceptable.
- Classroom or Head Start experience as an Early Childhood Educator.
- Must meet State Licensing requirements for First Aid training, CPR training, Child Passenger Safety training, physical examination and Applicant Background Studies.
- Experience and ability to work with Spanish speaking parents and children.
- Experience within a Head Start classroom is preferred.

Required Skills and Abilities

- Ability to relate to and work cooperatively with staff and parent committees.
- 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.
- Must be able to attend one evening meeting per month.
- Must have access to transportation for regular, local business and travel.
- Must be able to utilize and operate computers in daily operations.
- Must be able to act as bus monitor
- Abilities in Spanish, desired.

Essential Job Functions and Responsibilities:

1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

2. Head Start Specific Responsibilities:

- 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.
- To put into practice, WCCA Head Start's nutrition standards including grocery acquisition, food service, sanitation, recordkeeping and occasional meal planning.
- Act as a bus monitor on assigned routes.
- 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.
- To assist Head Teacher with record keeping activities including maintaining accurate and complete childrens' files and computerized and manual documentation necessary to program operations.
- To assist the Head Teacher and coordinating staff with implementation of individual Head Start service plans.
- Maintain open lines of communication with all Head Start staff, enrolled children and families.
- Attend Mediator Meetings, staff training and other meetings as assigned.
- Assist the Head Teacher with parent involvement activities including orientation of parent volunteers and attending monthly parent meetings.
- Must be able to assume responsibility of Head Teacher.
- To assist Head Teacher with all center and field activities.
- Perform other duties as assigned.

Physical Requirements and Working Conditions

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting			X	
Standing/Walking		X		
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing up to 30 pounds			X	
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

Statement of Understanding:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



June 26, 2020

Approved By: Board of Director Chairperson/Date



June 26, 2020

Approved By: ADA Compliance/HR Director/ Date

Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: _____

Employee Signature

Employee's Name (Printed)