

EASTERN PLAINS COMMUNITY ACTION AGENCY
HEAD START JOB DESCRIPTION
ASSISTANT TEACHER

General Description:

The Assistant Teacher is responsible for assisting in the daily care and education of children and implementation of the parent program. Primary duties include daily classroom operation, maintenance of appropriate learning environment, rapport with parents, and utilization of available resources. The Assistant Teacher assumes complete responsibility for the classroom or site in the absence of the Head Teacher.

Supervision:

The Assistant Teacher's immediate supervisor is the Lead Teacher/Site Supervisor assigned to the same class, but he/she also receives guidance from the Program Specialist.

Essential Functions- The employee is responsible for the following:

1. Maintain an appropriate multicultural learning environment:
 - a. Implement and support the development of children through varied activities that promotes participation regardless of ability.
 - b. Prepare developmentally appropriate and effective lesson plans that provide for individualized education.
 - c. Maintain effective classroom arrangement.
 - d. Provide adequate supplies, materials, and properly maintained equipment.
 - e. Utilize classroom volunteers, substitutes, transition aides, and Foster Grandparents effectively.
 - f. Implement literacy activities.
2. Maintain effective behavior/classroom management:
 - a. Involve children in the development and implementation of consistent and developmentally appropriate rules of conduct.
 - b. Respect and acknowledge children's feelings and work with them to gain social competence.
 - c. Observe atypical behaviors and arrange for referral, evaluation, and prompt follow-up as appropriate.
3. Conduct observations and developmental screenings and utilize the information to design individualized program plans to meet children's needs.
4. Develop and maintain an effective relationship with families:
 - a. Encourage parent involvement in all aspects of the program.
 - b. Conduct effective home visits, parent/teacher conferences and other family contacts.
 - c. Work with center staff and Content Area Manager to assist families in identifying needs and determining family strengths and goals.
5. Provide opportunities for parents to develop skills to enhance their role as the primary educator:
 - a. Assist in implementing an effective parent training plan
 - b. Involve parents in the children's educational activities including classroom activities, home activities, etc

6. Establish and maintain working partnerships with community resources and professionals and advocate for program, staff, parents, and families.
7. Participate in the delivery of health services to enrolled children and their families including immunizations, screenings, follow-up services parent training on related topics, and helping families to secure ongoing care.
8. Utilize established health and safety practices including safety and sanitation procedures, first aid, and emergency procedures.
9. Implement ongoing progressive transition practices.
10. Participate in recruitment procedures, identifying eligible families and assisting with the application process.
11. Participate in the development and implementation of Individualized Education Plans (IEP) or Individualized Family Service Plans (IFSP) for children with disabilities.
12. Implement established nutrition practices.
13. Implement established mental health practices.
14. Maintain files, correspondence and other documents as required (child files, etc.)
15. Assistant Teacher assumes complete responsibility for classroom operations in the absence of the Head Teacher/Site Supervisor when assigned.
16. Ensure proper maintenance of assigned program equipment and vehicles.
17. Professionalism:
 - a. Maintain consistent compliance with applicable policies, regulations, procedures and guidelines.
 - b. Support program philosophy and goals.
 - c. Maintain confidentiality in compliance with program policy.
 - d. Cooperate and participate as an effective team member.
 - e. Actively participate in staff meetings.
 - f. Complete job duties in an organized manner and meet assigned deadlines.
 - g. Participate in training opportunities to enhance personal growth and development of job skills.
 - h. Keep immediate supervisor apprised of all concerns, issues, and job progress.
 - i. Utilize suggestions, comments and criticism in a constructive way.
 - j. Exhibit a positive, caring, cooperative and enthusiastic attitude.
 - k. Conduct self appropriately in public and promote a positive, professional image.
 - l. Dependable and attendance is acceptable.
 - m. Hygiene, appearance and dress are appropriate.
 - n. Utilize good safety practices.
 - o. Flexibility in job assignments and adapting to program changes.

17. Other duties as assigned.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects and controls; reach with hands and arms, push and pull; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move 25-30 pounds.

Qualifications:

MINIMUM:

- High School Diploma or General Equivalency Diploma.
- At least 18 years of age.
- Complete licensing required 45 hour entry level training course or an approved 3-credit early care and education course within six (6) months of employment.

AND ONE OF THE FOLLOWING:

- Have a child development associate (CDA) credential;
 - Be enrolled in a CDA credential program that will be completed within 8 months of employment; OR
 - Have an associate or baccalaureate degree or be enrolled in a program leading to such a degree.
- Valid New Mexico driver’s license, clear driving record and own transportation.
 - Ability to travel out of town to conduct or complete job responsibilities
 - Able to be cleared through NM State Licensing Bureau requirements for employment in childcare.

PREFERRED:

Associates, Baccalaureate, or advanced degree in Early Childhood Education or Associates or Baccalaureate degree and course work equivalent to a major relating to early childhood education with experience teaching birth to pre-school age children.

I HAVE READ AND UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS OUTLINED ABOVE.

Employee Signature

Date Signed

Witness Signature