



Assistant Teacher

Classification: Non-exempt
Status: Full-time
Reports to: Center Manager
Location: Head Start Center

JOB DESCRIPTION:

Summary/Objective:

Under the guidance of the classroom teacher, this position assists in providing the students with a learning environment on sound developmentally appropriate practices, adheres to health, safety, and nutritional procedures, and encourages inclusive parent and volunteer involvement.

Essential Functions:

Developmentally Appropriate Practice:

- Assist the teacher with the completion of the Agency's developmental and behavioral screening within the 45 day mandate.
- Participate in the on-going assessments of children including completing observations, portfolio sampling, and developmental checklists.
- Support the individual learning and development of each child by providing an environment which offers developmentally appropriate equipment and materials.
- Be inclusive of children with disabilities by following the child's Individual Education Plan.
- Assist with the implementation of a daily program which balances adult and child-initiated activities in both large and small group, indoor and outdoor play, and timely and predictable transitions.
- Collaborate with the teacher to develop and implement lesson plans based on the Agency's Unit and Theme Calendar with an emphasis on the eight domains of learning and Head Start Mandated Child Outcomes.
- Provide opportunities for creative self-expression through the use of art, music, movement, and dramatic play.
- Support the social and emotional development of each child by building trust, fostering independence, encouraging self-confidence, and supporting positive adult and peer relationships.
- Encourage positive guidance by setting clear, consistent limits, and having realistic expectations.
- Support the home language, culture, and family composition of each child by encouraging the feelings and rights of others.
- Assist the teacher in making timely requisitions for health, safety, and classroom supplies.
- Follow the Agency's educational timeline.

Health, Safety, and Nutritional Procedures:

- Practice and model the Agency's sanitation and hygiene procedures which include but are not limited to: hand washing, the cleaning and disinfecting of toys and furniture, and providing children with space to place personal belongings.
- Comply with the Agency's policies regarding blood borne pathogens in order to adequately protect children and staff.
- Assist the teacher with maintaining accurate emergency contact information
- Follow the Agency's approved policies regarding temporary exclusion and physician notification of diagnosis.
- Practice the Agency's approved policies regarding medication administration and storage.

- Model sound dental hygienic practices by providing daily opportunities for children to brush their teeth in a hygienic and supervised environment.
- Provide an indoor and outdoor environment that is supervised in accordance with Child Care Administration standards and is free of environmental and physical hazards.
- Comply with the Agency's approved Child Abuse and Neglect Reporting policy.
- Respond to emergency situations by implementing the Agency's outlined procedures.
- Implement the Agency's approved Food Policy.
- Assist in the nutritional aspects of the program by assisting children with "family style" meals, sitting with children during designated meal times, and appropriately scheduling meals into the daily schedule.
- Serve all food that is on the planned menu in accordance with the Agency and Maryland State Department of Education nutritional guidelines, unless directed by the Health Coordinator.
- Supply Agency purchased food replacements for children with specific and physician documented dietary needs with the approval from the Health Coordinator.

Parent and Volunteer Involvement:

- Invite parents to become an integral part of the program.
- Assist the teacher in completing two home visits and two parent and teacher conferences throughout the year.
- Assist parents with transitioning from one Head Start classroom or from Head Start to kindergarten.
- Assist with the preparation of home learning activities.
- Communicate in a professional and respectful manner with parents and guardians.

General Responsibilities:

- Be a positive role model by maintaining the highest level of professional and ethical behavior throughout your interactions with both internal and external customers.
- Uses technology for the completion of specified job duties.
- Attends work regularly per assigned work schedule and in accordance with Agency policy.
- Attends and participates with in-service training, staff meetings and other activities to facilitate professional development which includes but not limited all required core of knowledge workshops and/or educational courses, and professional activity units to meet the Maryland Office of Child Care requirements for the Maryland Child Care Credential of level 3 or higher.
- Comply with all Head Start Performance Standards and Maryland State Department of Education Accreditation Standards.
- Works cooperatively with others including all staff, supervisors, administrators, co-workers, community professionals, clients, vendors and the public.
- Follows instructions and abides by Agency policies and procedures.
- Assumes other duties, responsibilities and special projects as assigned.

Secondary Functions:

- Works cooperatively and effectively with Agency volunteers maximizing the volunteers' experience while meeting the needs of the programs.
- Participate in the training and supervision of program volunteers.
- Complete Average Daily Attendance records on a daily basis when requested by teacher or in the teacher's absence.
- Contact parents of absent child on first day of absence with a referral regarding additional assistance if contact is not made by day two of the absence as designated.
- Assist the Agency in obtaining community partners and volunteers to assist in varied capacities throughout the agency.

Physical Demands:

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.

- ✓ Ability to work in an office environment.
- ✓ Ability in work in a classroom environment.
- ✓ Ability to communicate on the telephone.



Community Action Council of Howard County

HELPING PEOPLE. CHANGING LIVES.

- ✓ Ability to read, writes, comprehend and speak English.
- ✓ Ability to complete tasks with numerous interruptions.
- ✓ Ability to work with little to no direct supervision.
- ✓ Ability to sit for long periods of time.
- ✓ Ability to walk up and down stairs.
- ✓ Ability to lift up to 50 lbs.
- ✓ Ability to bend, lift and carry.
- ✓ Must be able to maintain a safe environment for up to 20 people. This includes, but is not limited to the physical ability to evacuate students and clients during disaster drills and emergency situations.
- ✓ Full awareness of environmental stimuli
- ✓ Ability to understand basic math and work with numbers.
- ✓ Ability to type.
- ✓ Ability to demonstrate compassion and respect for persons with economic challenges.
- ✓ Full range of motion above the head.
- ✓ Ability to use computer.
- ✓ Ability to operate a motor vehicle.

Education:

Must hold a Child Development Associate (CDA) credential or an Associate's Degree in Early Childhood Education

Must have MSDE credentialing of at least a level 3

Experience:

One year of experience in an educational program with 3 to 5 year old children. Head Start Program experience preferred.

Additional Requirements:

Must possess a valid Maryland driver's license and access to a vehicle.

May be required to use your own personal vehicle to fulfill your job related responsibilities.

Abilities and Skills:

- ✓ Effective decision-making and problem solving skills.
- ✓ Effective communication skills, both oral and written.
- ✓ Must be organized, flexible and dedicated to quality service delivery.
- ✓ Ability to work independently and collaboratively with others.
- ✓ Ability to prioritize and manage multiple tasks effectively.
- ✓ Demonstrate integrity and ethical standards in job performance.
- ✓ Strong organizational skills with the ability to prioritize tasks.
- ✓ Ability to communicate effectively, both orally and in writing across all levels of the organization.
- ✓ Ability to work with sensitive information and maintain a high degree of confidentiality.
- ✓ Allocate Agency resources to maximize productivity.
- ✓ Effective management skills with an ability to plan and implement systems that are student focused, outcome oriented, and ensures quality service delivery.
- ✓ Knowledge of regulatory standards.

AAP/EEO Statement:

Community Action Council of Howard County is an equal opportunity employer.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

NOTE: At the discretion of the Personnel Officer, additional related experience and/or education may be substituted in lieu of the requirements specified above under Education and Experience.

Employee Signature

Date