

Assistant Teacher
Job Description

Direct Supervisor: Teacher

Location: Assigned Head Start Center

Category: Non-Exempt

General Definition:

Under the supervision of the classroom teacher, assist in providing a learning environment on sound developmentally appropriate practices, health, safety, and nutritional procedures, and staff, parent, and volunteer involvement.

Scope of Work:

Developmentally Appropriate Practice

- Assist the teacher with the completion of the agencies 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 agencies *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.

Health, Safety, and Nutritional Procedures

- Implement the agencies approved *Food Policy*.
- Practice and model the agencies 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 agencies policies regarding blood borne pathogens in order to adequately protect children and staff.
- Assist the teacher with maintaining accurate emergency contact information
- Follow the agencies approved policies regarding temporary exclusion and physician notification of diagnosis.
- Practice the agencies approved policies regarding medication administration and storage.
- Practice 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 agencies approved Child Abuse and Neglect Reporting policy.
- 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.
- Respond to emergency situations by implementing agency outlined procedures.
- 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.
- In accordance with agency and Maryland State Department of Education nutritional guidelines serve all food that is on the planned menu, unless directed by the Health Coordinator.
- With approval from the Health Coordinator supply agency purchased food replacements for children with specific and physician documented dietary needs.

Staff, Parent, and Volunteer Involvement

- Follow the agencies developed Educational Timeline.
- Assist the teacher in making timely requisitions for health, safety, and classroom supplies.
- Provide for adequate coverage in your absence for all approved leave, which includes personal days and advanced scheduled sick leave.
- Attend all scheduled Staff Development days and any additional training sessions as determined by coordinators and approved by Head Start Director.
- Attend Center Committee meetings.
- Invite parents to become an integral part of the program.

- Assist the teacher in completing two home visits and two parent and teacher conferences through out the year.
- Assist parents with transitioning from one Head Start classroom or from Head Start to kindergarten.
- Communicate with parents on a regular basis both verbally and non-verbally.
- Assist with the preparation of home learning activities.
- Communicate in a professional and respectful manner with parents and guardians.
- Participate in the training and supervision of program volunteers.
- Assist the agency in obtaining community partners and volunteers to assist in varied capacities through out the agency.

Perform other duties as assigned.

Education, Experience, and Knowledge

The Assistant teacher:

- Must hold a child development associate (CDA) credential.
- Must have all required education and experience to meet current Maryland Office of Child Care Administration requirements for qualifications.
- Must have knowledge of Maryland Office of Child Care Administration regulations.
- Must participate in continued professional development through enrollment in formal and informal educational courses related to early childhood education.
- Must participate in 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.

Employee Signature, Date