

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
POSITION DESCRIPTION**

1. TITLE OF POSITION: Head Start Teacher's Assistant / *Work study Program*

SALARY: \$9.27/hour, 40 hours/week

PROGRAM: Head Start **NEW:** 06/2015 **REVISED:** 07/2016

SUPERVISOR OF THIS POSITION: ~~Education Coordinator Supervisor~~
Family Engagement and Volunteer Coordinator

2. GENERAL POSITION SUMMARY

This position is responsible for assisting the Teacher in implementing, and coordinating all classroom activities. The position assists and collaborates with the classroom team which may include some or all of the following: the Teacher, Classroom Technician, service providers, Foster Grandparents, work study students and other volunteers. The Teacher's Assistant may be assigned additional duties based on program need and areas of expertise.

RMDC Head Start adheres to Head Start Performance Standards, MT Child Care Licensing regulations, and STARS to Quality requirements. Head Start employees follow approved program curricula: *The Creative Curriculum® for Preschool*, *Second Step® Social-Emotional Skills for Early Learning* and *Second Step® Child Protection Unit* as designated by RMDC, Inc. governing bodies. As an Employee of RMDC Head Start you will be required to obtain all trainings and requirements for the current STAR level of the program. All training will be maintained and refreshed as determined by your Professional Development Plan, which will be updated at the beginning of each school year.

The role of Head Start staff is to honor and support the child and family, promote healthy relationships, treat all with respect, and provide developmentally appropriate learning experiences for both children and their families. Head Start staff support the parents/guardians as their child's first and most important teacher and promote family literacy to help families develop self-sufficiency and economic stability. Head Start employees must agree to maintain strict confidentiality.

Head Start employees promote an attitude of helpfulness by fostering a positive, healthy work environment. Employees take personal responsibility for job happiness in the service of a cohesive team. Employees are responsible for maintaining a safe and healthy environment for all children and adults. Employees seek responsibility and demonstrate initiative, cooperation, and problem solving to fulfill the mission of Head Start and RMDC, Inc.

Head Start staff members are mandated reporters who are legally obligated to report any suspected or known child abuse or neglect to the appropriate child protection agency. This obligation includes suspected abuse or neglect that occurs when a child is in the care of the Head Start organization.

3. DUTIES AND RESPONSIBILITIES OF THE POSITION:

A. PROGRAM DEVELOPMENT

Head Start Teacher's Assistant will:

1. Attend all required professional development events.
2. Meet with assigned Education Coordinator Supervisor monthly.
3. Adhere to program's policies and procedures.
4. Stay current on information relating to the individual needs of the children and make appropriate referrals.
5. Work as a respectful team member with the Teacher, Classroom Technician, Education Coordinator, other staff, and families to develop classroom plans.
6. Assist in preparation of weekly lesson plans. The lesson plans reflect the program curricula and individualization for children.
7. Assess children's development and documents using the information to identify and plan for the needs and interests of each child in collaboration with the classroom teacher. Individual child needs are incorporated into daily planning and individual child planning.
8. Assist Teacher in scheduling Family Conferences.
9. Assist children and families in transitioning to Kindergarten, according to Head Start Program Standards and school district expectations.
10. Maintain a healthy, safe classroom that is clean, orderly, well stocked. Ensure that learning materials and environments are developmentally appropriate and well maintained.
11. Ensure that required classroom postings and monitoring checklists are maintained and updated.

B. PROGRAM IMPLEMENTATION AND MANAGEMENT

Head Start Teacher's Assistant will:

1. Greet children and adults who accompany child; establish relationships of trust and rapport with the parent/guardians of all children.
2. Share duties with classroom staff in order to carry out daily classroom activities, daily outdoor activities and field trips.
3. Promote respect for children and staff so that optimal learning for children occurs in a safe and nurturing setting.
4. Assist in implementing program processes to ensure that special needs for children and families are addressed through intervention and referral.
5. Provide accommodation for children with special needs.
6. Organize and prioritize time in order to complete a variety of tasks on a daily, weekly and monthly basis.
7. Report required building maintenance as needed.
8. Work with co-workers and other professionals in a collaborative manner.
9. Access email daily for communication purposes within Head Start and RMDC.
10. Comfort, nurture and supervise all children in all daily activities, including rest time as required by the site model.
11. Participate in the personal care for all children including toileting and diapering.
12. Facilitate the program's family style mealtime philosophy by interacting with children at meal times. This includes eating with the children to model good nutrition habits and proper social skills.
13. Participate in designated team planning time.
14. Be familiar with the organization's procedures related to compliance with EEO, legal hiring practices, and internal policies and procedures regarding recruitment and selection.

C. RECORD KEEPING

Head Start Teacher's Assistant will:

1. Submit required documentation to the supervisor as requested/scheduled.
2. Prepare orderly lists for needed equipment, materials and supplies and completes classroom inventory as required.
3. Accurately complete attendance records.
4. Submit invoices and reimbursement materials to the main office in a timely manner.
5. Prepare incident and injury reports as they occur and submit these reports to the appropriate person or supervisor within the appropriate time frame.
6. Record observation and assessment data on individual children.
7. Complete checklist and daily health checks as required.
8. Submit all other required documentation as needed.

D. FAMILY ENGAGEMENT & COMMUNITY RELATIONS

Head Start Teacher's Assistant will:

1. Support classroom-based family involvement activities.
2. Demonstrate respect for families' values, strengths, and culture; establish trusting relationships and build rapport with all families of the children we serve.
3. Help as needed with classroom orientation and conferences for all families to Head Start throughout the year.
4. Encourage families to visit and volunteer in the classroom.
5. Advocate and act as a liaison between Head Start, RMDC, and the rest of the community.

Performs Other Related Duties as Assigned

4. SUPERVISION EXERCISED:

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5. KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE: Demonstrates an understanding of early child development and developmentally appropriate practices in early childhood education. Demonstrates knowledge of human relations skills; adherence to the state and federal policies and procedures pertaining to child abuse and neglect.

COMPUTER SKILLS: Demonstrates a level of computer literacy that allows them to use and fill out electronic documentation, access and respond to email, open attachments, and access other routine Head Start documents on an as needed basis. Has the ability to learn and utilize program specific software and online tools and training.

ABILITIES: To be perceptive and respectful of the needs of children and families with a range of personalities, diverse backgrounds and economic and cultural differences; organize and direct classroom activities, keeps all information on families strictly confidential, communicate effectively in English through written and verbal means.

6. EDUCATION AND EXPERIENCE:

The Head Start Act of 2007 states that Teacher's Assistants must meet the following educational qualifications:

- at least a child development associate credential;
- enrolled in a program leading to an associate or baccalaureate degree; or
- enrolled in a child development associate credential program to be completed within 2 years.

If an employee is hired and is determined to not meet the educational qualifications listed above they must be willing to meet program requirements within two (2) years of hire. Need for professional development and further coursework will be determined through a Professional Development Plan designated by this position's supervisor.

RMDC Head Start, in working with the Montana Early Childhood Project (MTECP), has determined Teacher's Assistants who are at a Level 3 or higher Certification on the Montana Early Childhood Project (MTECP) Practitioner Registry meet the requirements of the Head Start Act of 2007. Please see www.mtecp.org

MMR and Td/Tdap immunizations, a Tuberculosis Screening/Risk Assessment, and a criminal records check are required prior to hiring. Employee must submit to MT State Child Care Licensing Program requirements which include a criminal background check, Protective Services check, and a Department of Motor Vehicles check. If the employee has lived in Montana less than 5 years, an out of state(s) FBI fingerprint background check will be conducted. Prior to employment, new employees must provide an Employee Health Form signed by their Health Care Provider verifying they do not, because of communicable diseases, pose a significant risk to the health and safety of the children.

Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified.

It is preferred that the employee qualify as a primary care giver per Montana day care licensing requirements. A primary care giver must be at least 18 years of age and have the one of the following; (i) two years of experience in an early childhood program such as a day care center, a family or group day care home, Head Start, Early Head Start, or another recognized preschool program; or (ii) child development associate credential; or (iii) a bachelor of arts or an associate degree in education or a related field. Head Start education staff are required to attend a minimum of 30 hours of professional development per year.

All staff must obtain First Aid and CPR certification and maintain current certification. RMDC Head Start requires all education staff to be members of the Montana Early Childhood Project (MTECP) Practitioner Registry and maintain current registration. Successful employees will receive assistance in applying to the Early Childhood Practitioner Registry. Please see www.mtecp.org.

7. PHYSICAL DEMANDS AND WORKING CONDITIONS

Must be able to meet the physical qualifications of the position with or without accommodation:

- Use hands to manipulate, handle, feel and control items or equipment.
- Walk, bend, kneel and reach.
- Lift a 20 – 60 pound child, using all safety precautions.
- Stand, sit and play with children for long periods of time. This requires being able to sit on the floor or ground and return to a standing position.

- Conduct both indoor and outdoor activities, in both warm and cold temperatures.
- Talk, hear, and communicate with families; hearing within a normal range is required.
- See and be able to read, write, and interpret written documents. Specific vision abilities required include close vision, distance vision, peripheral vision and depth perception.

Occasional evening work is required. All staff must know and exercise Universal Precautions.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in this position.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Rocky Mountain Development Council, Inc. reserved the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

EMPLOYEE'S SIGNATURE: _____ Date _____

IMMEDIATE SUPERVISOR'S SIGNATURE: _____ Date _____

ADMINISTRATIVE REVIEW AND APPROVAL:

(SIGNATURE)

(TITLE)

(DATE)