

Highland Rim Economic Corporation/Head Start

Head Start Assistant Teacher

Reports to: Area Coordinator

Policy Council Approval: 10/25/11

Responsibilities:

- Adheres to all operational policies and procedures for the Head Start Program to ensure compliance with Federal Performance Standards and established Written Plans.
- Assists the Lead Teacher in using the Teaching Strategies Gold Assessment Tool to assess each child's developmental level and to develop individualized educational plans.
- Assists with evaluating the educational components and curricula of the Head Start Program and communicates the needs of the children to their assigned Lead Teacher.
- Assists and supports cultural diversity and children's individual strengths.
- Assists with preparing and implementing lesson plans for their classroom and discusses any changes and/or recommendations with their Lead Teacher.
- Interacts with parents and other family members to promote optimum participation by family members in all aspects of the ECE component.
- Works in conjunction with Program Managers for implementing Teaching Strategies, participates in the assessment process and assists with the development of an Individual Plan to support assessment findings.
- Assists with coordinating and participating in Parent/Teacher conferences twice a year to review each child's participation and progress in the program.
- Serves as the Teacher in the classroom in the absence of the regular Head Start Teacher for short or expanded periods of time.
- Assists Lead Teachers with conducting home visits a least twice annually.
- Assists with the accurate and timely completion of family's and children's classroom records and required documentation including agreement and permission forms, home visit reports and verifications, health records, Parent/Teacher conference reports, parent contacts, IEP's (when required), CACFP forms, etc.
- Attends training sessions, workshops, career development programs, CDA classes and conferences sponsored by TAEYC and/or NAEYC, etc. to obtain information pertaining to the ECE component.
- Maintain all program related files and supporting documentation in an organized and accessible manner.
- Inputs data into teachingstrategies.com software/database.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

Qualifications / Requirements: Assistant Teacher

- High School Diploma or GED.
- CDA certified or eligible to enter into a CDA certification program and/or Associates Degree in Early Childhood Education program.
- Experience working with pre-school children.

- Any equivalent combination of education and experience to provide the following knowledge, abilities and skills: see knowledge or skills section.
- Possession of a valid Tennessee Commercial Driver's license and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.
- The incumbent is subject to a criminal background check and must pass pre-employment drug test and random drug and alcohol screenings.
- Bilingual (English/Spanish) preferred.
- DOT Medical Card.

Knowledge or Skills:

- Ability to plan and coordinate program activities which effectively utilize available staff and other resources.
- Ability to effectively supervise and monitor the activities of children during indoor and outdoor activities and remain cognizant of their whereabouts at all times.
- Ability to assist with the development and implementation of effective and age appropriate program curricula for pre-school age children.
- Ability to make appropriate and timely decisions in response to programmatic changes and emergency situations.
- Ability to perform the physically demanding aspects of the job including lifting, bending, stooping, participating in field trips, etc. in a variety of weather conditions,
- Skill in interacting with and relating effectively to constituents from a variety of ethnic and socio-economic backgrounds.
- Adheres to professional ethics and standards.
- Good interpersonal skills and the ability to work as a team member.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.