



Montgomery Community Action Committee & CDC. Inc. Job Description

Job Title: **Assistant Teacher**
Department: Head Start
Reports to: Teacher/ Head Teacher

Supervisory Controls:

This position functions under the direction of the Head Start Teacher and Head Teacher. Position requires knowledge of the goals and objectives of the total Head Start program. The incumbent functions under the guidance of the classroom teacher in performing tasks directed at the education of young children. The incumbent plans and organizes learning centers and assists in conducting activities that will further the development, intellectual, and emotional growth of children.

Responsibilities:

Assists the classroom teacher by performing tasks which manage the learning activities of the children, including the readiness of children for school. The incumbent is responsible to assist in relationship-building with parents to encourage them to become knowledgeable and better capable of performing those functions which will promote the growth and development of the child. Assists in maintaining a safe, healthy learning environment and supporting children's social and emotional development.

Performance Standards:

The quality of the work performed will generally be measured by the incumbent's response to the instructions and guidance of the teacher. The performance is also measured by the efforts of the incumbent in self-improvement and career professional development. Work performance must conform to Head Start Performance Standards (45CFR 1304)the Head Start Reauthorization Act dated Dec 12, 2007, and other State and Local regulations, directives and/or policies.

Duties:

1. Assist the teacher in carrying out planned educational activities.
2. Assist in teaching children to identify colors, shapes, etc., handle scissors safely, teach songs, games, etc.
3. Work with children in order for them to learn good work habits, cleanliness and orderliness in small and large groups.
4. Assist with developing children's skills in language, literacy, phonemic and print awareness, books appreciation, science, math, and problem solving.
5. Assist in making home visits and consulting with parents on the needs and progress of the child.
6. Assists in keeping attendance records and the records on individual children.



7. Assists in conducting in-house field trips and other activities.
8. Gives input on the evaluation and progress of each child.
9. Attends meetings and training as required.
10. Observe the physical condition of children and report findings to the teacher.
11. Provide constant supervision of children during all activities indoors and outdoors
12. Apply knowledge in C.L.A.S.S. domains and dimensions as a part of the classroom routine
13. Communicate to the teacher the need for supplies and materials.
14. Maintain a safe and healthy learning environment with materials accessible and available for children.
15. Assist in organizing classrooms into functional areas (interest centers) as directed by the teacher.
16. Keeps classroom free of materials and equipment that may be dangerous
17. Assist with keeping outdoor area free of debris and supervising outdoor play to intervene when necessary.
18. Performs other duties as directed.

Qualifications:

1. Must possess a Child Development Associate (CDA) Consortium within one (1) year of employment, or a bachelor's or advanced degree in early childhood education; and course work equivalent to a major relating to early childhood education with experience teaching pre-school aged children.
2. Must be able to work with small children displaying warmth and patience, and have an understanding of their needs and development stage.
3. Must be familiar with general needs of low income and deprived families and be able to actively interact with them without any reservations in respect to race, color, creed, religion, sex, national origin or age.
4. Must be able to communicate effectively with parents by oral and written means to assist in providing training in Early Childhood Education activities and teaching strategies.
5. Must have the ability to organize and direct the activities of others, and to establish and maintain effective working relationships with parents and staff.



6. Must be able to assume leadership role with instructional activities in the absence of the teacher.
7. Must be familiar with all areas of Head Start and have the ability to effectively communicate the basic concepts of these areas by oral and written means.
8. May be required to lift up to 50 pounds.
9. Must have the transportation mobility to conduct the required home visits with parents. Must be able to direct and organize the activities and work of others, and establish effective working relationships with parents, volunteers, and co-workers.
10. Must have significant mobility, transportation, valid driver's license, and proof of insurance to conduct required home visits and attend trainings.
11. Must have basic computer skills.

EDUCATION REQUIRED

The knowledge, skills and abilities typically acquired through the completion of a bachelor's degree program or equivalent degree in a field of study related to the job.

PHYSICAL JOB REQUIREMENTS

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

REQUIREMENTS

Must pass a local and state criminal history background check, fingerprinting, physical examination, TB Test, clearance of the State Central Registry on Child Abuse and Neglect; obtain valid Driver's License with Clearance from agency insurance provider and reliable transportation.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.



WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

Employee Name Employee Signature Date

Supervisor Name Supervisor Signature Date

