



## Montgomery Community Action Committee & CDC. Inc. Job Description

<b>Job Title:</b>	<b>Extended Area Assistants</b>
<b>Department:</b>	Head Start
<b>Reports to:</b>	Mentor Coach
<b>Workday:</b>	8 hours per day or 4 hours per day
<b>2 Shifts:</b>	7:00 a.m. to 2:00 p.m. or 11:00 a.m. to 6:00 p.m. (Full-time)
<b>2 Shifts:</b>	7:00 a.m. to 11:00 a.m. or 2:00 p.m. to 6:00 p.m. (Part-time)
<b>Salary Range:</b>	\$11.75 – \$13.75/hour

### **Supervisory Controls:**

Work under the direct supervision of the Mentor Coach. Work requires a thorough knowledge of the goals and objectives of the total Head Start program. The Extended Area Assistant is expected to teach children, in conjunction with the pair Assistant, and perform other tasks related to the education and development of preschool aged children.

### **Responsibilities:**

Demonstrate competency to perform functions that include:

- a) planning and implementing learning experiences that advance the intellectual and physical development of children.
- b) establishing and maintaining a safe, healthy learning environment;
- c) supporting the social and emotional development of children; and
- d) encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.

### **Duties:**

#### **Preparation and Presentation of Instruction**

1. Identifies various developmentally appropriate instructional strategies based on school readiness goals.
2. Prepare instructional resources and lesson plans and orient children using clear directions and suitable teaching strategies.

3. Facilitate learning concepts, language development, scientific inquiry that leads to higher-order thinking skills in young children.
4. Apply knowledge in C.L.A.S.S. Observation domains and dimensions as part of the classroom routine.
5. Staff may be temporarily assigned to support other areas as needed.

#### Learning Environment and Classroom Management

1. Promote parent and volunteer participation in center and program activities.
2. Assume custodial responsibilities necessary to maintain a clean and orderly learning environment.
3. Exercise health and safety practices appropriate for children and adults.
4. Manage and make the most class time by promoting instruction and learning.
5. Discourage or redirect student aggression by managing children's behavior.
6. Encourage active participation of children in daily activities by limiting children's "wait" time.
7. Use verbal and non-verbal skills to provide cues to children that encourage positive behavior.
8. Display samples of children's work reflective of the lesson plan.

#### Observation, Assessment, Monitoring Performance

1. Use assessment data to determine or modify objectives, strategies, activities and materials.
2. Monitor activities of center staff for compliance with program rules and regulations.

#### Communication:

1. Maintain confidentiality of individual family records and interactions including home visits and parent-teacher conferences using a secure filing system.
2. Make an effort to communicate with non-English Language learners including parents and children.
3. Communicate high expectations for children and adults.
4. Speak clearly, correctly, and coherently for ease of understanding by children and adults.

## **Education & Qualification Requirements:**

- Must have a minimum credential of a Child Development Associate (CDA) or an AA degree in early childhood; and course work equivalent to a major relating to early childhood education with experience teaching pre-school aged children. If not, one must be obtained within 1-year of the higher date.
- Must be able to work with small children, frequently in mixed age groupings, while displaying warmth and patience.
- Must be able to direct and organize the activities and work of others, and establish effective working relationships with parents, volunteers, and co-workers.
- Must be able to communicate with persons of varied cultures and backgrounds regardless of race, color, creed, religion, nationality, economic or social standing.
- Must be familiar with all areas of Head Start and be able to effectively communicate basic concepts by oral and written means.
- Must have significant mobility, transportation, valid driver's license, and proof of insurance to conduct required home visits and attend trainings.
- Must have basic computer skills.

## **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