

NEW RIVER COMMUNITY ACTION, INC.

Head Start

Assistant Teacher

Job Description

General Description

Under the direct supervision of the Teacher, the Assistant Teacher assists in daily planning and preparation of the classroom learning environment. Assists in guiding and teaching three to five-year-old children.

Duties and Responsibilities:

1. Plans, coordinates and implements a developmentally appropriate classroom-based program for three to five-year-old children using the approved curricula.
2. Assists with preparing daily lesson plans, providing activities and experiences that encourage questioning, probing, and problem-solving skills appropriate to the developmental and learning styles of each child.
3. Collects and enters data and utilizes computerized records to plan around the children's needs and interests.
4. In coordination with their supervisor, develops home and school goals for each child and participates in home visits.
5. Enhances the parent-child relationship and supports parents' roles as the first and life-long educators of their children.
6. Completes required screenings and ongoing assessments of young children's development according to established time frames.
7. Works within required state and federal guidelines and follows agency policies/procedures in all areas.
8. Works as a team player with center staff, NRCA staff, parents and other community organizations to ensure all service area requirements are met to carry out the goals and objectives of the Head Start program.
9. In the absence of Teacher, the Assistant Teacher is responsible for the daily classroom operation, and supervision of substitutes and volunteers.
10. Maintains confidentiality of family records and information.
11. Actively recruits new families for the program.
12. Completes documentation, to include necessary data entry, and submits all appropriate paperwork and reports as required by deadlines.
13. Assumes bus monitoring position to meet the needs of the program.
14. Actively participates in opportunities that lead to completing their individualized professional development plan.
15. Supports staff, substitutes, and volunteers in the classroom. Maintain confidentiality of staff information.
16. Professionally represents one's self, as well as NRCA, in the community by supporting the agency's customer services beliefs.
17. Reports to Department of Social Services all suspected child, aged or incapacitated adult abuse and neglect as required by law and document accordingly. Informs Site Administrator and Family Services and Community Specialist of all reports to Department of Social Services.
18. Supports the day-to-day operation of the center. Performs all other duties that advance the philosophy and goals of the program and NRCA as deemed necessary by the supervisor.

Knowledge, skills & abilities

Must be friendly, positive, responsible, and capable of exercising good judgment in dealing with children and adults.

Capacity to problem solve, handle crises, and work with families and children of various cultures from at-risk backgrounds.

Respects and responds appropriately to the culture, language, values, and family structures of each family served in the community.

Willingness to work in the homes of families residing in high-risk communities.

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Must maintain regular attendance and perform job duties and responsibilities in a satisfactory manner. Notifies supervisor by 6:00 am if unable to report to work. Is responsible for securing classroom substitute.

Prior to employment, the applicant must sign authorizations for NRCA to perform DMV and Criminal Record Checks. These will be used to demonstrate that a satisfactory driving record and no pending or found charges or convictions related to abuse, neglect, or exploitation of children or adults are present. This information can also be used to determine if any other felonies or misdemeanor charges which would conflict with the mission and philosophy of the agency are present.

Driving is an essential function of the job. Must possess valid driver's license and safe driving record. If holds a current Commercial Driver's License, must maintain that license. Must be able to drive up to 4 hours per day, but may be required to drive more than 4 hours in a given day. Some night/overnight driving may be required for training or meetings.

If agency vehicle is unavailable, must have a vehicle with valid inspection and insurance meeting minimum state requirements available for transporting individuals and families within the New River Valley, and in pre-approved cases outside the New River Valley. Mileage reimbursed by NRCA.

Must pass a physical exam in which a physician documents employee's capability of transporting clients. The physical must also include a TB test and document that the employee can perform essential duties specified in his/her job description.

Must be willing to abide by the following **Code of Conduct**:

1. Respects and promotes the unique identity of each child and family and refrains from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
2. Follows program confidentiality policies concerning information about children, families, and other staff members.
3. No child will be left alone or unsupervised while under the care of Head Start staff.
4. Uses positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. Will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Must be capable of lifting up to 50 pounds, walking, bending, and standing, occasionally lifting 80 pounds.

Education and Experience

Associate's Degree in Early Childhood Development or related field or another degree with a qualifying number of credits in early childhood education. Experience working in a state-licensed preschool or Head Start program preferred.

Pay Scale:

Wage, non-exempt position. This position may be a full or part-time position as determined by management.

9-1/2-month position (academic calendar)

This position is classified as grade 13 on NRCA pay scale table currently in force.

Signature Acknowledgement of Receipt:

Employee	Date	Supervisor	Date
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Return signed page to Human Resources Manager.