



Inter-County Community Council TRF Assistant Teacher Position Description

Position Purpose

To provide successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips). To promote the social, emotional, physical, and cognitive development of Head Start children. To develop individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten.

Primary case manager for HS families enrolled in the center option. To develop effective partnerships with parents and provide in home instruction as well as group socialization experiences to parents and children which will enhance the parents ability to fill the role of primary nurturer of their child. Maintain on-going contact with families and collaborate with other service area coordinators, staff and community partners to integrate services into the family setting.

Must meet and maintain requirements per Federal Head Start Performance Standards and any local, state and/or agency policies and procedures.

Essential Job Responsibilities: Performance Indicators

Classroom

1. Supervise and monitor children at all times.
2. Respond appropriately to crisis or emergency situations that may occur.
3. Work with lead educator to develop and utilize integrated curriculum plans, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical and cognitive development of Head Start children.
4. Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals and effective transitions between activities.
5. Work with lead educator to adapt curriculum to address and meet individual goals for children as identified in their individualized education plans.
6. Assess individual and group needs, attending to special needs, specific interests, strengths and concerns.

Planning, Preparation and Documentation

1. Work with lead educator to review each child's school readiness goals and write comprehensive individual plans designed to promote and build on current learning, and attend to nutritional, health, and social issues.
2. Work with lead educator to develop and utilize teaching methods and materials for use in the home to extend learning opportunities beyond the class time.
3. Work with lead educator to maintain accurate written/electronic records including: materials, inventory, health information, assessments, IFSP / IEP documentation, screening instruments, anecdotal observations, and other required forms in a timely and objective manner, including use of ChildPlus, TSGold, ASQ/ASQ:SE, EXCEL, or other electronic database programs.
4. Actively participate in securing and documenting in-kind contributions from families, professionals, and community members.

Parent Interaction

1. Create and maintain respectful partnerships with families.

2. Coordinate with Family Advocate to ensure that prenatal, well-child exams, immunizations, health screenings, and nutrition assessments are complete and necessary follow up occurs for assigned children.
3. Provide support in parent and child activities, including modeling that encourages developmentally appropriate activities for the changing needs of young children.
4. Assist with the planning and facilitation of group meetings of parents which provide education and information on current Head Start policy and curriculum development. Attend and assist with Parent Committee meetings throughout the program year.
5. Work with lead educator to plan and facilitate 3 parent teacher conferences per year to deliver health, educational, nutritional and child growth and development information to parents.
6. Work with lead educator and Family Advocate to coordinate parent volunteer schedule, assuring adequate involvement and appropriate adult to child ratio.
7. Communicate frequently with other staff and parents; act as an advocate for Head Start families.
8. Encourage parents to participate in Parent Committee meetings, Policy Council, volunteer opportunities in the program and other program activities.

Professional Development, Ethical Conduct and Collaboration

1. Be familiar with, understand and follow the Federal Head Start Performance Standards.
2. Be familiar with, understand and follow the ICCC Personnel Policies and values, including the Code of Ethical Conduct.
3. Meet regularly with consultants and community collaborators to assure quality services. Engage parents in volunteering, community service, and other ways of contributing to program activities and services.
4. Attend meetings, staffing, trainings, and professional development activities as appropriate to maintain current credentials.
5. Attend and be an active participant in all in house staff training opportunities as assigned.
6. Participate in strategic planning, program self-assessment, and other efforts for program improvement.
7. Attend mid-year and annual performance evaluation and complete annual goal setting to improve job performance.

Minimum Requirements:

- Associate Degree (AA) in Early Childhood Education or related degree preferred; Child Development Associate or willingness to complete this certificate required; and other regulatory requirements as applicable.
- Must have knowledge and experience in child development, education, health, nutrition, safety as well as family dynamics and adult learning principles, typically gained by at least one year of relevant work experience.
- Knowledge of community resources and referral experience assisting families in need of services is highly desirable.
- Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.
- Excellent written and verbal communication skills.
- Intermediate to advanced computer skills, including internet and e-mail.
- Must have a valid MN Driver's License and proof of insurance.
- Must pass a MN Background Study prior to hire date.
- Must be approved by ICCC Head Start Policy Council prior to hire date.

Knowledge, Skills and Abilities:

- Frequent significant decision and problem solving abilities.
- Ability to work as a team member collaborating with ICCC staff, parents and community resources.

- Ability to supervise and monitor children at all times to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children who are very active and may need redirection in order to insure their safety or the safety of others.
- Ability to respond appropriately to an emergency or crisis situation.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- Possible driving for home visits / PT conferences, sometimes in outlying areas.
- Regular kneeling, bending and sitting on the floor to attend to child's needs.
- Occasional lifting up to 40 pounds.

Position Information

- Part Year (44 weeks), Full Time (40 hours/week) Position
- Supervisor: Child Services Coordinator
- Salary Range: Grade 05
- Non-exempt
- Working Hours: Primarily 8:00 am - 4:30 pm (time will be adjusted to allow for a staggered start time among classroom staff), flexibility for family events / home visits, parent-teacher conferences
- Office Location: TRF Center / Oklee Office for scheduled Staff Days

Updated: 8/18

Updated: 10/2012 (DJ)