

## WALDO COMMUNITY ACTION PARTNERS

(Job Description)

**POSITION:** Assistant Teacher

**GENERAL SCOPE OF DUTIES:** To provide developmentally appropriate preschool education that advances the cognitive, language, physical, social and emotional growth for a classroom of up to 20 children. Responsibilities include assisting the Lead Teacher/Site Manager to ensure compliance with all existing state child care licensing regulations and federal Head Start standards. Align all actions to support agency mission by ensuring all policies and procedures demonstrate integrity and ethical behavior.

**EQUIPMENT USED:** All general office equipment including computer systems.

### **ESSENTIAL DUTIES:**

**Classroom Management:** Assist/Support Lead Teacher/Site Manager to:

- Establish and maintain a safe and healthy environment.
- Plan and implement developmentally appropriate educational activities. Ensure compliance with Head Start Performance Standards 1304.21 Education and Early Childhood Development and School Readiness Frameworks, program goals and statement.
- Facilitate compliance with all other Head Start Performance Standards including, but not limited to, family participation, monthly home visiting, case conferencing, health & safety, nutrition, and inclusion of children with special needs.
- Provide oversight of children's development in the classroom:
  - Conduct observations of each child's developmental progress and incorporate into curriculum plans, and individual child plans.
  - Complete developmental assessments for each child three times per program year, and ongoing as indicated by the periodicity of assessment tools.
  - Complete behavioral/social-emotional assessments for each child twice in the program year.
  - Recommend referral for special services as indicated by screening results, observations, and assessments and ensure applicable IEP goals are incorporated into individualization for children diagnosed with disabilities.
  - Maintain and complete Transition Plans for each child.
  - Work collaboratively with Child Development Services (CDS) to incorporate the delivery of special services into the classroom, including but not limited to, assisting with the scheduling of services and the provision of appropriate space.
  - Attend IEP/IFSP meetings as required for children receiving special services.
  - Conduct two parent/staff conferences with each child's family during the program year.
  - Conduct two home visits with each child's family during the program year. The initial home visit is conducted to build relationships as in center-based and the final home visit to complete the transition process to Pre-K or Kindergarten.
  - Dispense medication as needed and document according to Head Start Medication Policy.

*Record Keeping and Reporting:* Assist/Support Lead Teacher/Site Manager to:

- Report all suspected cases of child/adult abuse and neglect to the Department of Health & Human Services and Head Start administration as required by law and WCAP policy.
- Establish and maintain children's records to meet all required standards and regulations.
- Electronically submit weekly lesson plans, individual child plans, and monthly child observations to Head Start Education Manager.
- Submit reports of developmental assessments to Head Start Education Manager and to supervisor if different from the Education Manager.
- Submit reports of behavioral/social-emotional assessments to Head Start Education & Disabilities Coordinator.
- Submit documentation of parent/staff conferences and home visits to Head Start Education Manager and to supervisor if different from the Education Manager.
- Submit documentation of child and classroom outcomes data to Education Manager.

*Support for Family Participation:* Assist/Support Lead Teacher to:

- Work collaboratively with the Head Start Family Services Coordinator to support and encourage family engagement.
- Encourage parent engagement at Parent Meetings by providing opportunities for them to participate in their child's development and learning.
- Prepare monthly curriculum information to share at Parent Group meetings.
- Prepare weekly "Family Packs" of information to send home to each family.

*Leadership and Teamwork*

*For your classroom and for your site:*

- Build cooperative goals and relationships of mutual trust.
- Work in collaboration with agency staff to facilitate a team environment.
- Demonstrate effective communication skills in building relationships with all employees and clients.
- Collaborate with all partner agencies to assure effective communication processes across agencies.
- Exhibit a positive attitude and professional, confidential and collaborative approach with supervisor, co-workers, clients, partners and community.
- Adhere to the policies in the use of computer technology and all tele-communication devices.
- Represent Head Start in establishing and maintaining professional collaborative relationships with representatives of a variety of organizations including, but not limited to, Child Development Services case managers and therapists; and community and parent groups.
- Attend all regularly scheduled Head Start meetings, trainings and events including, but not limited to, staff meetings, Content Area Meetings and WCAP staff days.
- Perform light housekeeping duties in classroom and building as necessary.
- Share monitoring of voice and email systems.

*Professional Growth and Development:*

- Maintain qualifications for this position as required by Head Start and state child care licensing regulations.

- Attend professional development opportunities presented by Head Start or other professional organizations as appropriate.

**Safety and Wellness:**

- Actively promote safety and accident prevention within the workplace.
- Report any unsafe conditions, incidents and/or accidents immediately.

**NECESSARY ABILITIES AND KNOWLEDGE:**

- Ability to work in computerized data based system.
  - Must maintain confidentiality at all times.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Ability to interpret rules and regulations.
- Ability to lift up to 35 lbs. daily.
- Must be flexible and able to work with multiple staff members.

**PREFERRED QUALIFICATIONS:**

1. A Bachelors or advanced degree in early childhood education; or
2. An Associate's degree in early childhood education with experience teaching preschool children; or
3. A Maine DOE issued 081 certification (conditional certification accepted)

**MINIMUM QUALIFICATIONS:**

At least 21 years of age and meet one of the following:

1. A CDA\* with experience teaching preschool children.
  2. An Associate's\* or Bachelor's\* degree
- Ability to meet WCAP background clearance requirements.
  - Adequate transportation and ability to meet and maintain WCAP's minimum insurance standards.
  - Able to pass physical and TB screening.
  - Must pass and maintain current CPR/First Aid certification.

\*Please note: if you have a CDA, an Associate's degree, or a Bachelor's degree in an unrelated field you may be asked to complete coursework leading to a degree in early childhood education.

**REPORTS TO:** Lead Teacher/Site Manager

**HOURS PER WEEK:** 34

**SALARY RANGE:** Non-exempt/Grade 6/Points 260/Seasonal

**STATEMENT OF UNDERSTANDING:**

I have read and understand the above job descriptions and am willing and able to be responsible for the duties indicated.

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
date