



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

The **Assistant Teacher** provides 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.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### **Classroom Management: Assists/Supports Lead Teacher to:**

1. Establishes and maintains a safe and healthy environment.
2. Plans and implements developmentally appropriate educational activities.
3. Ensures compliance with Head Start Performance Standards related to Education and Early Childhood Development and School Readiness Frameworks, program goals and statement. Facilitates 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.
4. Follows chosen curricula.
5. Provides oversight of children's development in the classroom:
  - a. Conducts observations of each child's developmental progress and incorporate into curriculum plans, and individual child plans.
  - b. Completes developmental assessments for each child three times per program year, and ongoing as indicated by the periodicity of assessment tools.
  - c. Completes behavioral/social-emotional assessments for each child twice in the program year.
  - d. Recommends 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.
  - e. Maintains and completes Transition Plans for each child.
  - f. Works collaboratively with Child Development Services (CDS) to incorporate the delivery of special services into the classroom, including assisting with the scheduling of services and the provision of appropriate space.
  - g. Attends IEP/IFSP meetings as required for children receiving special services.
  - h. Conducts two parent/staff conferences with each child's family during the program year.
  - i. Conducts 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.
  - j. Dispenses medication as needed and documents according to Head Start Medication Policy.

**Position Title:**  
Assistant Teacher

**Department:**  
Early Childhood Program

**Reports To:**  
Lead Teacher

**Supervises:**  
N/A

**FLSA Status:**  
Non-Exempt

**Salary Range:**  
RH1/L2

**Last Revised/Approved:**  
July 2019

### **Record Keeping and Reporting: Assists/Supports Lead Teacher/Site Manager as Follows:**

1. Reports 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.
2. Establishes and maintains children's records to meet all required standards and regulations.
3. Electronically submits weekly lesson plans, individual child plans, and monthly child observations to Head Start Education Manager.

4. Submits reports of developmental assessments to Head Start Education Manager and to supervisor if different from the Education Manager.
5. Submits reports of behavioral/social-emotional assessments to Head Start Education & Disabilities Coordinator.
6. Submits documentation of parent/staff conferences and home visits to Head Start Education Manager and to supervisor if different from the Education Manager.
7. Submits documentation of child and classroom outcomes data to Education Manager.

**Support for Family Participation: Assists/Supports Lead Teacher as Follows:**

1. Works collaboratively with the Head Start Family Advocate to support and encourage family engagement.
2. Encourages parent engagement at Parent Meetings by providing opportunities for them to participate in their child's development and learning.
3. Prepares monthly curriculum information to share at Parent Group meetings.
4. Prepares weekly "Family Packs" of information to send home to each family.

**Leadership & Teamwork**

1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with Agency staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in classroom and building as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.

**Safety and Wellness:**

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

**Professional Growth and Development:**

1. Maintains qualifications for this position as required by Head Start and state child care licensing regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.
3. Attends all regularly scheduled Head Start meetings, trainings and events including, but not limited to, team meetings, and WCAP staff days.

**Non-Essential Duties and Responsibilities:**

1. Performs additional duties as assigned.

**GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.

- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

## PHYSICAL REQUIREMENTS

*The physical requirements described here are representative of those that must be met by the Incumbent 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 use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 35 pounds, and occasionally lift and/or move up to 50 pounds. Must have the ability to arrange classroom equipment, lift and move furniture, sit in small chairs and on the floor for extended periods of time, and work at low tables. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## WORK ENVIRONMENT

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

Work is performed in a classroom setting. Stressful crisis situations. Must be able to withstand outside conditions to meet licensing requirements. This position is an hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval. Assigned work may require travel within the local or neighboring communities.

## QUALIFICATIONS NEEDED FOR POSITION

### General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

### Experience and Skill Requirements:

The following experience and skills are considered essential:

- Experience teaching, preferably with preschool-age children.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Strong communication skills.
- Strong organizational/time management skills.

### Education Requirements:

You must meet one of the following education requirements:

- Bachelor's Degree in Early Childhood Education or a Bachelor's Degree in a field related to ECE or any subject with coursework equivalent to a major relating to early childhood education. College transcripts must demonstrate a minimum of 24 credit hours related to ECE specific content areas.
- An Associate's Degree in ECE.
- A Preschool Child Development Associate (CDA).

- An Ed Tech II Certification from Maine DOE (required if designated as an Assistant teacher in conjunction with a public-school pre-K partnership).

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date