

**EASTERN IDAHO SPECIAL SERVICES AGENCY
JOB DESCRIPTION**

Position Title: Assistant Teacher
Department: Head Start Program
Supervisor: Center Manager
Position Status: Non-Exempt, Seasonal Full Time, 40 hours/week
Starting Wage: \$11.64/hr.
Last Reviewed: November, 2021

POSITION SUMMARY

This position assists the Lead Teacher in providing a supportive, safe, enriched learning environment for children, parents, volunteers, and team members. This position also promotes a respectful, sensitive, and proactive approach to each child and his/her family and uses multi-cultural and anti-bias materials in the classroom in order to prepare children for successful transition to kindergarten. In addition, this position assists in promoting social competence, fostering emotional health, enhancing physical growth, and increasing cognitive skills of each child in the class, with particular emphasis on literacy and learning numbers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Focus on the interests, strengths and needs of all children in the class, including those who are at risk, those with special needs, those who are gifted, and those who are culturally diverse.
2. Integrate all applicable head start performance standards, child outcomes framework and mandates into classroom.
3. Assist lead teacher in creating and implementing developmentally appropriate lesson plans that consist of activities that reflect the interests, strengths, requests, goals and needs of the children.
4. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
5. Use positive guidance methods at all times.
6. Respond to crisis or emergency situations that may occur.
7. Participate in regularly scheduled weekly debriefings as a classroom team to plan classroom activities and discuss observations of children's progress. Assist lead teacher with assessments and screening of children to meet program deadlines or mandates. Participate in agency or center curriculum planning as requested by supervisor.
8. Assist lead in preparation of parent/teacher conferences and home visits two times per year, including writing summaries and plans for children.
9. Attend all meetings and training provided for employees.
10. Provide an atmosphere that promotes and reinforces parents' volunteer efforts as a vital member of the classroom team. Respect, encourage, and support volunteers in their efforts.
11. Exhibit a positive and professional attitude toward others, including parents, co-workers, community members, center visitors, and volunteers. Maintain an open, friendly, and cooperative relationship with each child's family when dealing with issues that affect their child. Adhere to the Agency's policies regarding confidentiality at all times. Encourage and assist families and community members in generating in-kind hours.

12. In case of the absence of the Lead Teacher, the assistant will assume the duties of the lead teacher, maintaining all classroom/program deadlines, policies, procedures, and rules.
13. As an employee of EICAP you will assume the responsibility of understanding your role in accomplishing the strategic goals and performance measures of the agency.
14. Perform other duties as may be assigned from time to time.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or Equivalency Degree (GED).
- Recent experience with pre-school children required.
- CDA preferred. (If you accept employment with EICAP Head Start you will be required to begin the process of obtaining your CDA immediately. You will be given 12 months from date of hire to complete).
- AA in Early Childhood Education, desired.

SKILLS and ABILITIES

Language Skills: Ability to read and interpret general business procedures. Ability to write reports and business correspondence. Ability to communicate effectively in oral and written form. Excellent listening skills are required. Bilingual skills, (including speaking, writing, and reading Spanish), may be required depending on each center's staffing needs.

Mathematical Skills: Ability to apply basic concepts of mathematics. Ability to calculate and apply figures and amounts such as fractions, percentages, and proportions to practical situations.

Reasoning Ability: Ability to interpret and apply commonsense understanding in order to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of work situations within the scope of the job.

OTHER SKILLS and ABILITIES

Knowledge of the behaviors of three and four-year-old children and a working knowledge of available community resources and Head Start Performance Standards. Successful completion of a criminal background check, physical exam, and Tuberculosis (TB) screening required.

Proficiency in the use of computer and all common office machines required. Ability to work with specific computer software, including word processing and spread sheet programs. Adequate typing skills are necessary for this position.

CERTIFICATES, LICENSES, and REGISTRATIONS

Employee must have reliable transportation, be insurable and have a valid Idaho driver's license.

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 sit and talk or hear. The employee frequently is required to use hands to handle objects. The employee is regularly required to stand, walk, and reach with hands and arms; and to stoop, kneel, bend, and sit on the floor.

The employee must occasionally lift and/or move up to 40 pounds.

Eastern Idaho Community Action Partnership is an EEO Employer

My signature below indicates that I have read this job description and understand the requirements of the position and am able to perform the essential functions of the job as outlined.

Employee's Signature

Date