

EASTERN IDAHO COMMUNITY ACTION PARTNERSHIP JOB DESCRIPTION

Position Title: Assistant Teacher
Department: Head Start Program
Supervisor: Center Manager
Position Status: Hourly, Non-Exempt
Starting Wage: \$13.00- \$14.00 DOE
Last Reviewed: April 2023

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. Use positive guidance methods at all times.
5. Respond to crisis or emergency situations that may occur.
6. 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.
7. Assist lead in preparation of parent/teacher conferences and home visits two times per year, including writing summaries and plans for children.
8. Attend all meetings and training provided for employees.
9. 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.
10. Maintain an open, friendly, and cooperative relationship with each child's family when dealing with issues that affect their child.
11. 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. Perform other related duties as may be assigned such as diapering, bottle making, feeding, and food prep.
14. 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.

15. Maintain strict confidentiality of client files and adhere to EICAP's policies, procedures and standards of conduct at all times.
16. 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.
17. Exhibit a positive and professional attitude toward others, including parents, co-workers, community members, center visitors, and volunteers.
18. Complete other tasks, as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities expected of the position. 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.
- AA in Early Childhood Education OR CDA.
- 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.

SKILLS and ABILITIES

- **Language Skills:** Must be proficient in English.
Ability to read and interpret general business procedures. Ability to write reports and business correspondence. Ability to communicate effectively in oral and written form. Ability to speak effectively before groups of clients, community members, or employees.
- **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.
- **Computer Skills:** Proficiency in Microsoft Office Suite and computer literacy regarding email, internet and program specific software and databases.

OTHER SKILLS and ABILITIES

- Knowledge of behaviors of children ages birth to five.
- Working knowledge of available community resources and Head Start Performance Standards.
- Ability to work at a rapid pace in a hectic environment.
- Ability to speak, write and understand Spanish is a plus.
- Must be able to occasionally travel outside of service area.

CERTIFICATES, LICENSES, and REGISTRATIONS

- Must have a valid Idaho driver's license.
- Reliable transportation with proof of current automobile insurance.
- Successful completion of a criminal background check.
- Must have or obtain childcare license, as locally required.
- Physical exam and Tuberculosis (TB) screening required.

- Must possess current CPR and First Aid certification or be able to certify within 90 days of employment.

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 must have adequate physical ability to move quickly in order to respond to active children that may need redirection to ensure their safety or the safety of others in the environment; is regularly required to sit, talk or hear; is frequently required to use hands to handle objects, and to stand, walk, and reach with hands and arms; also to stoop, kneel, bend, and sit on the floor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 will be subjected to noise generated by children at work. He/she may occasionally work near moving mechanical equipment. Office machines, including computers, are a constant companion of the successful candidate for this position. The noise level in the work environment is usually moderate. The employee may occasionally be exposed to cleaning agents and bodily fluids; the incumbent must use universal precautions and appropriate personal protective equipment at such times.

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