

**Assistant Teacher**

Support education opportunities for children and families by assisting the Head Start teacher in providing and implementing a quality developmentally appropriate preschool experience for children enrolled.

**ESSENTIAL FUNCTIONS**

***Key Performance Area – Classroom (Transportation) Services***

Establish and maintain a safe and healthy learning environment:

- Demonstrate appropriate child supervision by maintaining awareness of ratios, problem areas in need of more attention, placement in classroom and on playground.
- If riding on a bus, assures safety of children by assisting with appropriate safety restraints and assuring supervision of children by following KCI transportation operating procedures
- Assist in implementing activities that promote good health habits and integrate health, nutrition, and dental components into the regular daily routine by role modeling and assisting with the activities
- Assist in developing and implementing activities to extends the child's learning to the playground with appropriate small and large group activities
- Facilitates and encourage discussion and language opportunities about nutrition during meal times
- Perform health and safety check of children daily and greet each child by his or her name
- If working with preschoolers in need of diapering, follows all posted procedures in health and sanitation and assists children with washing hands after changing
- Clean facility as assigned and directed
- Perform health and safety check of facility/classroom and playground daily. Provide playground maintenance, if needed.
- Assist with fire/earthquake drills monthly
- Prep breakfast, lunch and afternoon snack

Assist teacher in providing a classroom program that builds and strengthens positive self-concepts and individual strengths of children:

- Provide positive, supportive and appropriate responses to children
- Assist in incorporating mental health activities in the classroom (such as Second Step activities, Ages & Stages: SE, etc.)
- Ensures the steps of the Action Plans is being followed
- Encourage children to develop positive attitudes towards diversity
- Encourage children to develop inner control by providing positive guidance and discipline
- Engage children in the classroom to promote and stimulate learning
- Role model appropriate behaviors and interactions at all times

Assist with planning and implementing curriculum that encourages the advancement of physical, intellectual, and social competencies of children:

- Demonstrate familiarity with accepted principles of early childhood education/development
- Participate in activities and projects that are reflected in the lesson plan
- Assist children during "teachable moments"
- Encourage children to develop self help skills (i.e. zipping coat, tying shoes, etc.)
- Encourage children to problem solve on their own

Assist with transitions throughout the day:

- Assist children in following classroom schedules and routines
- Assist children in understanding their role during transitions

Revised April 2017

**PC Approval: July 22, 2013**

***Position Description***

- Assist with naptime transitions in centers where napping is scheduled
- Assist with transportation transitions

Assist with volunteers in the classroom

- Assist in directing volunteers in the classroom by helping them understand the routines, transitions, and planned activities for the day
- Ensures all volunteer hours are properly documented

***Key Performance Area – Work Habits and Practices***

- Report to work as scheduled
- Manages time wisely in the agency, center, and classroom
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continue to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Attend and participate in staff meetings and training sessions
- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties

***Key Performance Area – Recordkeeping and Reporting***

- Assists in observing and recording children's behavior, progress, and growth and documenting into Teaching Strategies Gold
- Assists with child file documentation by logging communications with families on to Family Contact Report according to guidance provided
- In absence of teacher, ensures child attendance and meal counts are documented correctly

***Key Performance Area – Communication***

- Follow calendar, Teamwork Times, Center Newsletters, and memorandums to assure current knowledge of agency happenings
- Complete weekly observations to parents on the "What I Learned This Week" form
- Check e-mail daily

**MARGINAL FUNCTIONS**

Perform other assignments as requested by supervisory staff

Participate in planning or self-assessment process as directed

**Position Information**

Reports to: Center Director

Supervises: None

Requirements: High School Diploma/GED

Prefer: Bi-lingual (fluent written and verbal), previous formal preschool experience

Starting Salary:

HS/GED	CDA	2-Year Degree	4-Year Degree
\$13.84	\$15.38	\$16.40	\$16.40

Degree/certificate must be related to position

Revised April 2017

**PC Approval: July 22, 2013**

Introductory Period: 90 Days

Must agree to working toward and receiving a Child Development Associate (CDA) credential within 24-months of first date of hire unless a 2-year degree in early childhood education/development is already accomplished.

**Other Requirements:**

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

**Abilities**

Must be able to evacuate self, children, and parents from building and bus safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities: See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

**PAYROLL INFORMATION:**

- Timesheets are due on the 15<sup>th</sup> (or last working day prior to the 15<sup>th</sup>) and the last working day of each month.
- Pay dates are twice per month 3-7 days from the date timesheets are due.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_