

Substitute - Assistant Teacher

Support education opportunities for children and families by assisting the Head Start Teacher or the Early Head Start Infant/Toddler Care Teacher in providing and implementing a quality developmentally appropriate 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 and engage all children in appropriate activities
- Assist in developing and implementing activities that promote good health habits and integrate health, nutrition, and dental components into the regular daily routine
- Encourage discussions and language development opportunities about nutrition during meal times
- Incorporates hand washing and dental hygiene into daily routines by role modeling and assisting with the activities
- If working with infants, toddlers or 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 and playground daily
- Assist with fire/earthquake drills as required

Assist Teacher or Infant Toddler Care Teacher in providing a classroom program that builds and strengthens positive self-concepts and individual strengths of children:

- Provide positive, supportive and appropriate assistance and responses to children
- Observe and respond to the needs of the children as they demonstrate needs
- Assist in incorporating mental health activities in the classroom (such as Second Step activities, individualized plans, etc.)
- Encourage children to develop positive attitudes towards a variety of backgrounds
- Encourage children to develop inner control by providing positive guidance and discipline
- Role model appropriate behaviors and interactions while in the presence of children

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” to assist them in reaching the next step
- Encourage children to develop self help skills necessary to prepare for Preschool/Kindergarten entry (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 by helping them identify key transition times
- Assist children in understanding their role during transitions
- Encourage children to transition in an orderly fashion

Position Description

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

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

Key Performance Area – Work Habits and Practices

- Report to work as scheduled
- Manages time wisely in the agency, center, and classroom
- Function as an effective team member in the classroom and on buses
- 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
- Maintain confidentiality of program information, staff information, and participant information
- Attend and participate in staff meetings and training sessions
- Demonstrate professional conduct and behavior
- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties
- Incorporate constructive direction from supervisor to improve job performance
- Accept responsibility for quality job performance and make changes as needed
- Demonstrate ethical conduct per NAEYC Code of Ethical Conduct

Key Performance Area – Recordkeeping and Reporting

- Assists in observing and recording children's behavior, progress, and growth
- Assists with anecdotal recording (if long term)
- Assists with attendance, child care food program recording, and classroom form updates
- Provides accurate and timely timesheet to account for work hours

Key Performance Area – Communication

- Assure continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community.
- Conduct communication in an effective, respectful, timely, and supportive manner
- Prepare and provide timely and accurate written reports as required or requested
- Follow calendar, Teamwork Times, Center Newsletters, and memorandums to assure current knowledge of agency happenings

MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Participate in planning process as directed

Participate in 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 | Graduate Degree |
|---------|---------|---------------|---------------|-----------------|
| \$13.33 | \$13.84 | \$15.00 | \$15.00 | \$15.00 |

Degree/certificate must be related to position.

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 15th (or last working day prior to the 15th) 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).

I understand that I will be removed from the Substitute List if I do not respond to telephone calls for 30 days.

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: _____