Essential Duties and Responsibilities (This is not an exhaustive list of all duties/responsibilities. Other duties may be assigned)

- Assist Teacher with planning and conducting a classroom instructional curriculum and activities, for assigned children, that encourages growth of language, social, emotional, physical, intellectual, and communication skills
- Assist in conducting and monitoring developmental screening of children, assist in implementing Individual Educational Plans (IEPs) for children and Individualized Family Service Plans (IFSPs) for families
- Monitor the progress of individual children
- Supervise classroom activities in the absence of the Teacher
- Assist to prepare, maintain, and present records, documents, reports, and reviews
- Ability to stay current on new educational practices, techniques, and objectives
- Assist to develop and maintain dual language in the classroom
- Assist to prepare children for transition into kindergarten
- Ability to help maintain a safe and supportive learning environment in a classroom environment
- Ability to help provide children with experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity
- Ability to help maintain clear, reasonable, consistent, and age-appropriate rules and expectations for children, engage the children in the rule-setting process
- Ability to multi-task, manage time, meet deadlines and remain calm and professional under pressure
- May perform duties of bus monitor once trained
- Maintain standards of confidentiality of CC Idaho clients and records
- Perform all work duties and activities in accordance with CC Idaho policies, procedures, safety practice, and Head Start Performance Standards

Qualifications
- Required
  - Preschool Child Development Associate credential (CDA)
    - Be enrolled in a CDA program that will be completed in 2 years
  - OR Associate degree, preferably in Early Childhood Education
  - Current driver’s license and proof of auto insurance
  - Must pass physical examination and background checks, including state day care clearance
  - Must obtain clearance of Tuberculosis
  - Must obtain First Aid and CPR certification
- Preferred
  - Ability to proficiently read, speak, and write in both English/Spanish in a business setting

Required Physical Demands
- Is frequently required to stand; walk; climb or balance, sit, stoop, kneel, crouch, or crawl; reach with hands and arms
- Must be able to lift and/or move up to 30 pounds

Work Environment
Work in an office or classroom setting; may be exposed to electrical shock and fumes or airborne particles; the work may be stressful; the noise level is moderate to elevated