Provides and assists in the development of a safe, healthy, and developmentally age appropriate classroom environment for children 3 to 5 years of age, in accordance with EEC regulations and Head Start performance standards. Ensure that Head Start and CAAS meets their objective of empowering and serving low-income and culturally diverse children and families of Somerville and Cambridge.

1. Assists in the development and the delivery of a safe, healthy and developmentally age-appropriate classroom environment by meeting regularly with the Lead Teacher, Family Advocates, and program staff. Uses technology to deliver classroom activities and maintain contact with families.

2. Provides continuity for the children in the classroom by assuming responsibility and supervising the classroom in the absence of the Lead Teacher.

3. Assists in maintaining up-to-date records for each child enrolled in the classroom by documenting all pertinent information and placing them in the child's file.

4. Welcomes parent participation in the program by encouraging them to volunteer in the classroom, assist on field trips, attend meetings, and participate in training sessions.

5. Assists in the overall security of the Head Start centers by ensuring parents and other people sign in and out of the facility.

6. Assists in open communication with parents by sharing information via home visits, parent/teacher conferences, and other meetings, as appropriate.

7. Ensures communication within the program by participating in supervisory meetings, staff meetings, and in-service trainings.

8. Develops and maintains professional expertise by attending meetings conferences, and trainings pending funding.

9. Functions as a member of the Head Start Program by carrying out the mission of CAAS and the Head Start Program.

10. Ensures CAAS's flexibility in responding to the needs of the low-income and culturally diverse community by performing other duties as assigned.

QUALIFICATIONS:
Minimum: CDA with ongoing coursework required; AA in early childhood or related field preferred. Ability to continue to meet Head Start professional development requirements must have the ability to take daily walks, lift 50 lbs. and stand for a minimum of 5 hours per day.
Must be interested in continuing education in the early childhood field. Ability to work with others and must be proficient in computers and have the ability to use technology to conduct classroom activities remotely. Must have excellent written, oral, communication, and organizational skills, ability to speak another language preferred. Sensitive to the needs of low-income and culturally, linguistically and racially diverse population.

Interested candidates should send cover letters and resumes to: jgrogan@caasomerville.org