RCCAA Head Start
Job Description

Title: Assistant Teacher

Starting Salary:
BA ED $14.47
BA Other $13.73
AA ED $13.54
AA Other $13.04
CDA/ACDS $11.12

Qualifications
- High School Diploma or GED
- AA in Early Childhood Education or related field, and be willing to obtain a BA
  Degree in Early Childhood Education.
- Head Start knowledge/experience preferred.
- Experience working with children and families.
- Strong written and oral communication skills.
- Proficient computer and Microsoft Office skills.
- Valid drivers license, dependable transportation with minimum automobile
  liability insurance.
- Pass drug screen and criminal background check.
- Willing to obtain valid CDL within 90 days of employment.

Supervisor
Center Manager
Education Coordinator

Job Duties
- Follow the directives of the Education and Early Childhood Development
  Service Area plan, written in accordance with Head Start Performance
  Standards, Child Care Licensing Regulations, RCCAA Policies and Procedures,
  and other applicable regulations.
- Implement the chosen curriculum (The Creative Curriculum for Preschool,
  Sixth edition) to fidelity.
- Assist with lesson plan development/implementation of activities.
- Actively participate in movement activities, both child and adult initiated.
- Maintain and promote a clean, safe, positive, healthy learning environment both
  indoors and out.
- Assist with on-going observation, assessment, and documentation of children’s
  progress, growth and development.
- Encourage parent participation in daily program activities.
- Accompany teacher on home visits/parent conferences as necessary.

Revised 7-2018
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- Consult Family Service staff regarding needs and services for children and families; accompany Family Service Worker on home visits as needed.
- Assist with maintenance of current, confidential children’s files/portfolios.
- Adhere to established procedure necessary to ensure a minimum Average Daily Attendance rate of 85% of program participants.
- Act as bus monitor when necessary.
- Perform all bus monitoring requirements, including assisting children in fastening safety restraints.
- Participate in recruitment activities.
- Assist children when evacuating the bus or other vehicles in the event of an emergency.
- Prepare and submit all necessary reports in a timely fashion.
- Enter required data in FacsPro/ChildPlus in timely and accurate fashion.
- Participate in practice-based coaching, employee performance evaluation, and individualized professional development plan.
- Assist and participate in Advisory Meetings as requested.
- Assist and participate in Comprehensive Child Reviews.
- Attend all meetings, in-service trainings, workshops, and conferences as requested by the supervisor.
- Ensure all purchase orders, IT, and maintenance request are submitted in a timely manner.
- Work flexible hours when necessary.
- Maintain confidentiality at all times.
- Lift 50 lbs., and demonstrate ability to participate in mild to moderate activities with children.
- Receive and maintain standard First Aid/CPR certification.
- Receive bi-annual physical exam.
- Deal effectively with public.
- Demonstrate ability to work as a team member and develop positive rapport and professional attitude towards parents and staff.
- Demonstrate ability to lead and follow.
- Demonstrate ability to make decisions.
- Demonstrate ability to understand and follow posted work rules and procedures.
- Demonstrate ability to accept constructive criticism.
- Demonstrate ability to arrive to work on time.
- Ensure the Center Manager/Education Coordinator is informed on pertinent issues.
- Perform all duties incidental to the position, and any other duties as assigned.