

WEST CENTRAL COMMUNITY ACTION

Job Description	Head Start Associate Teacher
Latest Review Date: 07/11/2008	Grade Level: 7
Effective Date: 07/19/1993	Reports to: Head Start Teacher/Center Supervisor

POSITION PURPOSE

The Associate Teacher assumes responsibilities as directed by the Teacher/Center Supervisor. The Associate Teacher assists in planning for the operation of the assigned Head Start Center. These tasks will be accomplished, under the supervision of the Head Start Teacher/Center Supervisor in accordance with the written Head Start policies and state licensing codes.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Assist with the completion of the developmental screening tool on each child within 45 days of enrollment.

Develop one weekly lesson plan each month appropriate to early childhood education, under the direction of the Teacher/Center Supervisor.

Assist with the completion of the behavior screening checklist on each child within 45 days of enrollment.

Provide a supportive social-emotional climate for the children in the center and work with the children in a group or individual setting.

Assist with the completion of the Creative Curriculum Development Continuum on each child three times per year by entering required data into CreativeCurriculum.net.

Assist in the assessment of the child's individual needs, and implement the established age appropriate goals set by the Teacher/Center Supervisor into the weekly lesson plan.

Promote team work with center staff and clients.

Will assist with the completion of two home visits for every child enrolled in the Head Start classroom.

Will assist with the completion of two parent-teacher conferences for every child enrolled in the Head Start classroom.

Recruit, supervise and train volunteers in the Head Start classroom.

Promote public relations as requested.

Conduct and record safety drills in the center.

Recruit clients.

Refer families to other agencies as needed.

Demonstrate professionalism consistently during the course of daily duties.

Responsible for a replacement during own absence.

Operate the Head Start Center in the absence of the Teacher/Center Supervisor - including the cancellation of Head Start due to weather or malfunctioning equipment.

Act as an advocate for the Head Start program and it's clientele.

Assist in arranging the classroom learning centers to provide for appropriate early childhood education.

Assist the Teacher/Center Supervisor in developing and updating the Individual Education Plan for each child enrolled in the center using data entered in CreativeCurriculum.net.

Must attend center staff meetings, parent meetings, pre-service and in-service training and Policy Council meetings as requested.

Assist in preparing required reports and submitting reports accurately and on schedule.

Assist with cleaning and maintenance of the Head Start facility.

Act as an advocate for the Head Start Program and it's clientele.

Keep confidential any information pertaining to a child, his/her family and activities or Head Start, including Head Start staff.

Must work well with others.

Other duties as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to interact with individuals from a variety of cultural, economic, and social backgrounds.

Demonstrated flexibility in completion of daily duties to meet the needs of the program.

Maintain a valid CPR and First Aid Certificate.

Maintain valid Medication Administration Certificate.

Must comply with the Iowa Law to obtain and maintain training in the Identification and Reporting of Child Abuse and Neglect.

Must have a current physical, (within the last six months of date of hire), or every three years thereafter.

Access to transportation with valid vehicle liability insurance, and current drivers' license.

Ability to use the five basic senses.

Ability to perform light physical work, exerting up to 40 pounds on an occasional basis, performing such activities as: lifting children, stooping, kneeling, crouching, grasping, sitting, running, catching, reaching, standing, walking, pushing, and pulling.

EDUCATIONAL DEVELOPMENT AND WORK-RELATED EXPERIENCE

Must possess a High School Diploma or G.E.D. and National Development Associate Credential (CDA) or degree in Early Childhood Development. Prior teaching experience in a preschool classroom preferred.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by *West Central Community Action* on an "at will" basis.

Reviewed with _____
Employee

Date _____

Reviewed by _____
Supervisor

Date _____