



Assistant Teacher Job Description

Job Title:	Assistant Teacher	Location:	Center
Department:	Head Start	Reports To:	Center Supervisor
Division:	Central Office	Pay Grade:	
FLSA Status:	Non-Exempt		

SUMMARY

In conjunction with the North Idaho College Head Start mission, Five-Year Goals and in compliance with all local, state, and federal regulations the Assistant Teacher under general direction assists the Classroom Teacher with implementing a comprehensive child development program.

Position Description

This list includes, but is not limited to the following:

- Maintain a positive, helpful, constructive attitude and work relationship with supervisor, staff, families, and the community
- Conduct classroom hours each week per center model. Attendance is mandatory for teaching staff during classroom hours.
- Assist in maintaining a safe, clean, healthy, and organized learning environment.
- Participate in ensuring active supervision of all children in the classroom at all times.
- Assist in planning, preparation and implementing classroom curriculum and learning experiences, with the classroom team.
- Assist in screenings, assessments and goal setting for children including collecting anecdotal records and portfolio entries, as needed, or required by center model.
- Support the development of relationships between children and their families through involvement in the program.
- Support disability services in the classroom.
- Support individual children in meeting their basic developmental needs, including, feeding and toileting
- In the absence of Classroom Teacher, take the lead responsibility for the classroom.
- Participate in professional development opportunities to ensure up-to-date, quality services to children and families.
- Participate as part of the center team to ensure efficient center operations.
- Perform other duties as assigned by supervisor.
- Plan work time to meet the center operations schedule, knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Participate in internal and external committees, including but not limited to, planning and/or operations committees and task forces as directed by the program Director.

REQUIRED MINIMUM QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodation may be made to enable individuals with disabilities to perform their duties.

Education

Level I: Have a CDA (Child Development Associate) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire. [\[OBJ\]](#)

Level II: Associate degree in Early Childhood Education, or Child Development.

Experience

Experience as a staff or volunteer in a preschool classroom, with preference given to Head Start experience.

Knowledge, Skills, and Abilities

- The ability to work with families and children from diverse ethnic, cultural, and linguistic backgrounds.
- Positive approach to Early Childhood Development programs, health, and social services.
- Working knowledge of commonly used computer software programs including data collection systems.
- Demonstrate professional ethics and confidentiality.
- Represent the Head Start program in the community and with other professionals, positively and with professionalism.

Licenses, Registrations and Certification

- Register with Idaho STARS and participate in the professional development system.
- Maintain current Infant/child & Adult CPR and First Aid.
- Meet terms of Statement of Agreement/ Employment Declaration.
- Pass an enhanced criminal background check including fingerprinting, as required by Head Start Program Performance Standards and Child Care Licensing requirements, prior to first day of work.

Work Environment

- Work in various environments including shared office space and classrooms.

Physical Demands

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, bend, crawl, push and pull as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
- Regularly required to use fingers and hands to handle materials.