

Community Action Partnership of Greater St. Joseph Job Description

Title: Assistant Teacher
Reports To: Center Manager
Updated on: July 8, 2015
Location/Department: Head Start
Approved By: Bord of Directors: 06/27/2017

POSITION SUMMARY

Responsible for working with Lead Teacher to ensure that daily operations of the child development center include promoting quality child care and modeling developmentally appropriate practices that are in compliance with current Performance Standards.

ESSENTIAL FUNCTIONS OF THE POSITION

If an individual is qualified to perform essential functions of the position, except for limitations caused by a disability, CAPSTJOE will consider whether the individual could perform these functions with a reasonable accommodation.

- Establish and maintain a clean, safe, healthy, positive and comfortable learning environment.
- Model appropriate adult to child, adult to adult interactions/behavior. Support the social and emotional development of children along with demonstrating positive parent communication.
- Collaborate with appropriate staff to ensure delivery of goals as stated on child's IEP (children age's three to five) or IFSP (children ages birth to three) for children with a diagnosed disability.
- Request needs for training and support from supervising coordinator.
- Participates fully in ongoing professional development in staff meetings, trainings and mentoring activities. Commits to developing and maintaining professional development plans (PDP's).
- Accurately completes records, reports and all required paperwork by established deadline. Proper and complete documentation must be maintained.
- Maintain current staff file to be in compliance with Missouri Child Care Licensing regulations.
- Completes bus monitor training and is prepared to ride the route, if needed.
- Other duties as assigned.

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- Research, plan and implement age appropriate and developmentally appropriate learning experiences based on Program chosen curriculum that advance all developmental domains of children in target classrooms. (Classrooms include Infant/Toddler (EHS) and Preschool (HS).)
- Assume responsibility for classroom in the Lead Teacher's absence.

KNOWLEDGE AND CRITICAL SKILLS REQUIRED

Professional

- Accurate and timely record keeping.
- Computer skills.
- Confidentiality, tact and discretion in dealing with people.
- Excellent communication and interpersonal skills

Education

Minimum Qualifications: **Head Start**

- High school diploma or GED with equivalent related experience
- Enrolled in a CDA credentialing program or a program that will lead to an Associates or Bachelor's degree in Early childhood Education

Preferred Qualifications: **Head Start**

- High school diploma or GED with equivalent related experience
- CDA credentialing program or a program that will lead to an Associates or Bachelor's degree in Early childhood Education

Minimum Qualifications: **Early Head Start**

- High school diploma or GED with equivalent related experience
- CDA credentialing for Infant Toddler that will lead to an Associates or Bachelor's degree in Early childhood Education

Preferred Qualifications: **Early Head Start**

- Associates degree in Early childhood Education with at least two years of experience

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Physical/Environmental

- Must be 18 years of age
- Must pass a physical and drug/alcohol test and TB test
- Physical ability to stand, sit on floor, stoop, run and play with young children as well as lift and carry them if needed.

Safety Training Requirements

- Fire Extinguisher
- Emergency Preparedness Procedures
- First Aid/CPR Bloodborne pathogens, communicable diseases, handwashing