



## JOB DESCRIPTION

<b>Job Title</b>	Head Start Classroom Assistant
<b>Department</b>	Early Learning Department
<b>Reports To</b>	Building Principal
<b>Classification</b>	Classified
<b>Location</b>	Early Learning Center
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	184 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Head Start Classroom Assistant, under the direction of the classroom teacher, may assist in teaching related activities which include, record keeping, material processing, set-up, student assistance, tutoring, and other related tasks which allow teachers to increase the efficiency within the instructional program. May provide assistance to specific individual students with medical/physical and/or personal needs which may include, but are not limited to, toileting, feeding, dressing, transferring/lifting, and carrying students.

## Essential Job Functions

- Provide instructional assistance such as facilitating learning centers, individual and small group instruction, facilitating and modeling play, assisting students with computers, and modeling good nutrition practices during meal/snack times.
- Supervise children inside and outside the building in a variety of situations.
- Perform basic clerical and record-keeping duties.
- Assist in the preparation of materials needed for classroom instruction.
- Prepare the classroom for both small and large group instruction per lesson plans and Head Start requirements.
- Perform general classroom duties as assigned in preschool/special situation classroom.
- Dispense medications as assigned.
- Provide basic care to children including assistance with tooth-brushing, toileting, diapering, assisting physical ill children, assisting with the detection of head lice and communicable diseases.
- Assist with special classroom, school, and program events as requested.
- Assist with meal and snack purchasing, preparation, and planning.
- Assist with cleaning and disinfecting classroom equipment and materials.
- Attend meetings and trainings as requested.

### **Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate degree in early childhood education, child development or a related field or the ability to obtain a Child Development Associate credential as soon as practical after hire.
- Experience with young children in an early childhood setting.
- Basic understating of developmentally appropriate practices within the early childhood setting.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor’s degree in child development, early childhood education, family or childcare services or a related field.
- Related work experience with young children.
- Previous experience in Head Start as an employee, parent, or volunteer.
- Experience or training in working with children who have special needs.
- Bi-lingual skills in English-Hmong or English Spanish.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Emotional stability, sense of humor, patience, and initiative.
- Ability to manage and relate to children with behavioral, learning, physical, and medical challenges.
- Knowledge of child development.
- Ability to maintain confidentiality.
- Organizational skills, flexibility, problem analysis, and the ability to follow directions.
- Ability to perform and follow Head Start Performance Standards.
- Strong written and verbal communication skills.
- Basic computer literacy skills.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.
- Playground/out-door environment in a variety of weather situations.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to talk and hear.
- May be required to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to lift up to 30 lbs.