

COCAAN

JOB DESCRIPTION

Job Title: Assistant Teacher
Department/Program: Head Start

I. Job Purpose:

To assist the Center Team and teacher and to cooperate in a supportive role carrying out developmentally appropriate activities. To promote the health, nutrition and education of the children and to attend to their safety and welfare. Supervised by the Center Coordinator, with daily tasks assigned by the classroom Teacher. Provide safe bus transportation for Head Start children for field trips and as assigned.

II. Duties, Tasks, and Responsibilities:

Classroom Time

- Assist in setting up environment (indoor/outdoor) for the activities of the day
- Use developmentally appropriate practices to facilitate activities with groups and individuals
- Observe and record behaviors of children with all staff as appropriate
- Interact with and encourage parent and community volunteers
- Assist in integration of all Head Start components into classroom time
- Assist development and utilize lesson plans which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children
- Follow a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, two meals, and effective transitions between activities
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making
- Maintain a clean and sanitary classroom environment.
- Plan and implement appropriate and safe outdoor activities

Meal Service

- Dishwashing, table setting, food preparation and clean up in the kitchen and classroom using approved sanitation methods
- Clean kitchen and equipment using approved sanitation methods
- Store food, food service equipment and supplies in an orderly fashion using approved sanitation methods

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Written Documentation

- Assist Teacher and Center Coordinator in maintaining accurate written records, including: assessments, IFSP documentation, screening instruments, anecdotal observations, and other required forms within the Child Portfolio
- Enter child attendance data into the HSFIS computer system accurately, meeting assigned deadlines

Communications

- Frequent in-person contact with children, parents, and staff for purposes of education and exchange of information
- Frequent written memos to staff and parents to send notifications
- Frequent meetings with team members to collaborate on planning and delivery of services

Driving

- Assure safe transport of children to and from Head Start centers
- Ensure that all passengers are properly secured in approved car seats, harnesses or seat belts
- Assure that each child is delivered to the care of a designated responsible adult
- Perform a complete CDL pre-trip and walk around/visual safety check of each bus driven
- Manage behavior of children on bus with assistance of the bus monitor
- Keep interior of bus clean daily, and exterior as needed
- Report any needed repairs, and deliver bus to repair site
- Record mileage and fuel usage

Bus Monitoring

- Ride the Head Start bus as a monitor as assigned
- Assist bus driver in maintaining safety on the bus
- Ensure that all child passengers are in appropriate safety restraint systems and seat belts
- Ensure safety of children during boarding and exiting the bus
- Prepare for and assist with emergency evacuations
- Handle emergency situations calmly and quickly
- Create a positive educational environment for children on the bus
- Complete post trip bus check at the end of each route

Miscellaneous

- Assure/assist in general maintenance and security of facility
- Attend meetings, training's, and appropriate professional development activities
- Be prompt and dependable
- Work cooperatively with Teacher, Bus Drivers, Center Aides, Specialists and Center Coordinator
- Demonstrate sensitivity, tolerance, and respect for differences among children and adults
- Retain vision, values, and ethics in the face of myriad technicalities and processes

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III. Knowledge, Skills, and Abilities:

- Demonstrated classroom ability, typically one year full-time pre-school classroom experience or equivalent (i.e. Level II Oregon Professional Development Registry, CDA, successful completion of a one year of course work with field/lab placement)
- Prefer college level educational course work in Early Childhood Education/Development typically achieved via progress towards an Associate Degree in ECE or CDA
- Excellent communication skills, especially good listening skills
- Working knowledge of available community resources and Head Start program components
- Knowledge of typical behaviors/expectations of three and four year old children typically gained through a minimum of one year of relevant experience
- Ability to apply developmentally appropriate practices for young children in a classroom setting. Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation
- Frequent significant decisions to assure the health and safety of children
- Bilingual English/Spanish preferred.

IV. Qualifications:

- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children's needs. This position is rated as active and regularly requires the individual to lift 30-50 pounds
- Must be able to ride a school bus with children for assigned periods of time
- Occasional lifting up to 50 lbs
- Must have a current CDL or be eligible to obtain one through training – Must be able to drive the Head Start bus as required – Subject to random drug / alcohol testing.
- Must have an initial health examination, including a TB screening, and a periodic re-examination (as recommended by health care provider) to assure that the employee does not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation
- Prior to date of hire, certification of the following are required:
 1. Valid Oregon Driver's License and proof of current auto insurance
 2. Pediatric CPR/First Aid certification
 3. Food Handler's Card
 4. Current enrollment in the OR Child Care Division-Criminal History Registry
- Above certifications must be kept current to remain employed

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V. Position Details:

The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.

VI. Signatures:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

COCAAN is an EEO Employer