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POSITION TITLE: **ASSISTANT TEACHER**

August 2015

REPORTS TO: Lead Teacher

SUPERVISES: None

STATUS: Exempt

**SUMMARY:**

Assists Lead Teacher in planning, organizing and conducting activities in a Head Start classroom to provide a quality preschool experience for children.

The Assistant Teacher at this level works under supervision of the Lead Teacher, but is able to perform most tasks independently.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- \* Assists in planning educational preschool classes for three and four-year-old children by making suggestions and providing ideas to the Lead Teacher for the monthly and weekly lesson plans. Collects and organizes appropriate materials to support lesson plans, with guidance from Lead Teacher. Helps with physical preparation of classrooms and cleaning of classroom. Has limited responsibility for independently implementing portions of the daily lesson. Will be in training for conducting small and large groups in classroom. Provides the majority of the classroom program as needed, in the absence of the Lead Teacher.
- \* Assists with developmental screening of children. Writes individual plans, with goals and objectives, for children with technical assistance from Lead Teacher. Assists in implementing individual plans to meet individual children's needs. Assists in implementing behavior management plans by Lead Teacher.
- \* Supports the parent involvement effort in the classroom by working with classroom volunteers as delegated by Lead Teacher. Attend parent meetings, as requested. Assists with communicating with parents by preparing parent correspondence and handouts, as delegated.
- \* Assists with maintaining records that provide for the proper evaluation and documentation of assigned activities, including end-of-the-month records and daily record keeping, as delegated.

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- \* Participates in family and team staffings to exchange information, provide input and stay up-to-date on current developments. Acts as advocate for children and families.
- \* Assists in recruiting families by providing program applications to interested parties. Promotes the Head Start program in the community. Assists Lead Teacher in coordinating activities with the public schools and community businesses or organizations.

Performs building and grounds maintenance activities such as sweeping, vacuuming, cleaning bathrooms and washing tables and chairs.

- \* Assists Lead Teacher in assuring that safety requirements of classrooms and grounds are met.
- \* Attends training and staff meetings as requested.

May be asked to transport clients in own vehicle occasionally.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic knowledge of child development and educational component of a preschool program.
- Basic knowledge of adult learning theory and social service practices and resources.
- Basic knowledge of program policies and procedures and federal, state and local regulations governing the program.
- Ability to use positive verbal communication skills with children and adults.
- Ability to establish effective working relationships with enrolled families and co-workers.
- Ability to communicate effectively in writing, complete forms and record keeping.
- Ability to implement plans to modify behavior.

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- Ability to lift up to 45 pounds.

**REQUIRED EDUCATION AND EXPERIENCE:**

High school diploma or GED

Two years experience with preschool or kindergarten aged children in an educational setting.

**And one of the following**

Must have a current Child Development Associate (CDA) Credential

**or**

Must be enrolled in a college program leading to an AA degree or BA degree

**or**

Must be enrolled in a CDA credential program to be completed within two years of hire.

**CERTIFICATIONS AND LICENSES:**

Valid driver's license in state of residence.

Access to reliable transportation.

Auto insurance in the amount required by the State of Washington.

Physical examination within three weeks of employment.

First Aid & Infant/Child CPR Card within 45 calendar days of employment.

Food Worker's card or acquire within 30 calendar days of employment.

Acceptable completion of a criminal history check.

TB test and proof of test results to employer prior to the start of employment. New employees do not need a TB skin test if they have written proof of one of the following:

- A negative Mantoux TB test in the twelve months prior to hire; or

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- A previously positive Mantoux TB test with documented proof of treatment or
- a recent negative chest X ray and a statement from a health care provider that employee does not pose a health risk to others; or
- Medication therapy to treat TB.

Documentation of Measles, Mumps, and Rubella (MMR) immunization:

- An immunization record indicating you have received at least one dose of MMR vaccination. (Immunization record card is acceptable only with doctor's signature/initials or stamp.) or
- Lab evidence of immunity to measles disease (also known as a blood test or titer) or
- Documentation from a health care provider that you have had measles disease sufficient to provide immunity against measles or
- Written certification signed by a health care practitioner licensed in Washington State—a medical doctor (MD), naturopathic doctor (ND), osteopathic doctor (DO), advanced registered nurse practitioner (ARNP), or a physician's assistant (PA)—that the measles, mumps, and rubella vaccine is, in the practitioner's judgment, not advisable for you.

\* **ESSENTIAL ELEMENTS**