



Job Description

Head Start Assistant Teacher

Position Title: Head Start Assistant Teacher

Reports To: Education Leader

Classification: Hourly / Non-Exempt

Position Summary:

This position serves as an Assistant Teacher for a Head Start classroom. The assistant teacher shares responsibility for a Head Start classroom of 3- to 5-year-old children. S/he works collaboratively with the teacher, family members and other staff to achieve positive outcomes for children of all abilities.

Primary Responsibilities:

The Assistant Teacher will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all Childcare Resources employees. The assistant teacher's role encompasses effective practices in the following (as outlined in our Assistant Teacher Success Rubric):

1. CLASS™ teacher-child interactions
2. Learning environment
3. Curriculum
4. Child assessment
5. Meeting all children's needs
6. Working with families
7. Professional growth and collaboration

The Assistant Teacher's responsibilities also fall within the following core functions, although s/he may perform other tasks as needed:

- Planning
- Program Implementation
- Family Partnerships
- Communication and Service Coordination
- Record Keeping and Reporting
- On-going Monitoring and Self-Assessment
- Supervision and Human Resources
- Planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem solving abilities.
- Establishing and maintaining a safe, healthy learning environment.
- Supporting the social and emotional development of children.
- Encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.



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Qualifications

- At a minimum, a Child Development Associate (CDA) 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.
- Physical exam and background checks are required for this position.
- Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.
- Must have a valid driver's license and reliable transportation.

Knowledge, Skills, & Abilities:

- Ability to interact effectively with people from diverse backgrounds
- Ability to communicate effectively, verbally and in writing
- Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation
- Must be honest, dependable and able to meet deadlines
- Self-motivated and able to work independently

**For more information or to apply, please visit:
www.ccr-bhm.org/employment-opportunities**

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of Childcare Resources are employees "at-will". I have read and understand the responsibilities and requirements of this position.