



Regional Consolidated Services

Job Description

Department Head Start

Job Title Assistant Teacher

Purpose: The purpose of this position is to fulfill the goals and objectives of the child development component of the Head Start program.

Primary Duty: Provides supervision and instruction to young children while utilizing respectful and responsive care-giving practices. Communicates positively with children, families, and colleagues to meet the individual social, emotional, health, and educational needs of each child.

Essential Functions and Responsibilities:

1. Maintains working knowledge of Head Start Performance Standards, the Head Start Act, NC Child Care Regulations, RCS Employee Handbook and RCS Head Start Operations Manual.
2. Offer a program that meets the emotional, physical, intellectual and social needs of both the individual and the group.
3. Carry out appropriate and positive discipline as established by the lead teacher.
4. Ensure program goals are implemented.
5. Maintain a room arrangement that is safe, clean, inviting, interesting and stimulating.
6. Attend staff meetings
7. Sensitive and responsive to parents and act as resource person for them.
8. Observe, record, and report significant individual and group behavior.
9. Work in coordination with all component areas.
10. Assist the lead teacher with weekly lesson plans
11. Function as part of and help build a supportive team.
12. Establish and maintain good communication with parents through daily interaction at pick up and drop off sites.
13. Responsible for lead teacher duties in the absence of the lead teacher.
14. Assist with daily classroom cleaning such as mopping, trash disposal, sweeping, dusting, etc.
15. Must maintain consistent and regular attendance.

Other Duties and Responsibilities:

1. Other duties as directed by the child development coordinator.

Supervisory Responsibilities: NONE

Knowledge and Skills:

1. Knowledgeable in early childhood development, developmentally appropriate practices as established by NAEYC and North Carolina Foundations.
2. Physical stamina and ability to lift children and or materials as needed and appropriate.
3. Willing to accept job-related responsibilities at other than normal working hours.

Fiscal Responsibility:

1. Assist lead teacher in timely submission of supplies and field trip requests

Physical Demands:

1. See, hear, speak; use fingers, hands, arms; walk (sometimes fast or run); able to lift and move up to 60 pounds; bend, stoop, push, pull.

Working Conditions:

1. Classroom and outdoor play area settings with moderate to loud noise levels.
2. Regional and national travel requiring overnight stays several times per year.
3. Travel on field trips and to other sites.

QUALIFICATIONS:

1. Working towards Child Development Associate (CDA), possess a CDA, or be working towards an associates in early childhood education, or possess an associates in early childhood education
2. CDL and bus driver certificate optional
3. Relevant experience with preschool children required
4. Able to obtain clean background checks through the Department of Health & Human Services (DHHS).

Classification: Nonexempt position 10-month. The Child Development coordinator supervises this position

Staff Name: _____

Staff ID Number: _____

Date: _____