

POSITION	ASSISTANT TEACHER/BUS MONITOR—HEAD START
CLASSIFICATION	Non-Exempt/Full-Time
COMPENSATION	Levels O, Q, R, or S
SUPERVISORY CONTROL	Head Start Teacher
SUPERVISION EXERCISED	N/A
SUMMARY of RESPONSIBILITIES: Assist in the Head Start classroom; maintain discipline and help children on bus.	

QUALIFICATIONS

EDUCATION & EXPERIENCE:

Required:

- High school diploma or equivalency
- CDA, or
- Be enrolled in and actively working on a CDA/AA degree program

Above Required Qualifications w/Adjusted Compensation:

- CDA, or
- AA/AS in early childhood education (ECE), or
- AA/AS in related field (child development, special education, elementary education, or human services) with 18 ECE credits, or
- BA/BS in ECE, or
- BA/BS in related field with 18 ECE credits

Additional Preferred Qualifications: 2 or more years' experience in ECE programs

GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Maintain professional boundaries with families.
8. Use agency computer system to complete duties.
9. Attend and make use of training opportunities.

DUTIES AND RESPONSIBILITIES

1. Assist in delivering Head Start services to a group of children and their families, consistent with the program plan of this agency.
2. Implement the curriculum and carry out daily plans.
3. Provide a safe environment in the center.
4. Promote good health and nutrition, and help to provide a healthy environment.
5. Use space, materials, and routines as resources for constructing an interesting and enjoyable environment for exploration and learning.
6. Use a variety of equipment, activities, and opportunities to promote the physical development of children.

7. Encourage activities and experiences that develop questioning, probing, creativity, exploration, and problem solving.
8. Provide opportunities for children to understand, acquire, and use verbal and nonverbal means of communicating thoughts and feelings.
9. Encourage experiences that stimulate children to explore and express their creative abilities.
10. Help each child to know, accept, and take pride in him or herself.
11. Support the social development of children by helping them learn to get along with others and by encouraging feelings of empathy and respect among children and adults.
12. Promote an environment in which children can learn and practice behaviors that are acceptable and appropriate, individually and in a group.
13. Give classroom assistance to special needs children as needed.
14. Encourage parent involvement according to program guidelines.
15. Participate in managing available resources through planning, organizing, record keeping, and assessment on a continuing basis.
16. Seek out and participate in opportunities for growth, within and outside the agency.
17. Serve as short term sub-teacher (after provisional period), taking charge of the classroom for periods of up to 10 days in the absence of the teacher.
18. Attend staff meetings.
19. Provide transportation to children and families in personal vehicle or agency vehicle as needed.
20. Be available for occasional evening work.

BUS MONITOR RESPONSIBILITIES

1. Relay messages from parents to centers and centers to parents.
2. Help children off and on vehicle, as needed.
3. Discipline children.
4. Ensure that adult is home when child is taken home.
5. Go for help in case of emergency situation.
6. Help to make the vehicle ride an enjoyable learning time.
7. Be willing to monitor at other sites as assigned.

PHYSICAL FUNCTIONS

In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; run for 2 minutes continuously; sit in adult chairs for 60 minutes continuously; sit in child-size chairs for 30 minutes continuously; sit on the floor for 30 minutes continuously; squat, kneel, bend, and crawl frequently and continuously; push 20 pounds on flat surfaces; lift and carry 30 pounds; reach laterally to assist children in seat belts; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 and 90 degrees and outside in temperatures between 0 and 95 degrees; have the finger dexterity to write, cut, type, staple, buckle, collate, and buckle seat belts; be exposed to noise that is typical in an early childhood classroom and on a bus; drive and not be prone to motion sickness.

MENTAL REQUIREMENTS

1. Effective English communication skills verbally and in writing, including both expressive and receptive skills
2. Effective time management skills
3. Mental flexibility
4. Child behavior management that supports learning in a relaxed, calm classroom environment and safe transportation
5. Judgment that results in sound decisions
6. Initiative and resourcefulness in meeting job requirements and transporting children and families.

EMOTIONAL REQUIREMENTS

1. Motivation and self-discipline to learn independently
2. Patience
3. Interpersonal skills that support constructive workplace relationships and teamwork
4. Ability to manage repetitive instructional and recreational tasks such as observations/assessments and ECE skill teaching without experiencing undue stress
5. Energy and enthusiasm for teaching
6. Ability to take appropriate emotional risks to implement new techniques and approaches
7. Ability to maintain professional boundaries with other employees and with children/families

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection, and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date