

ALBINA HEAD START JOB DESCRIPTION

Non-Exempt

On Call Hours: Must be available to work up to 8 hours per day between 7 a.m. and 5:30 p.m.

EHS SUBSTITUTE TEACHER ASSISTANT

Essential Function(s): Assists in creating and managing an attractive, warm, and challenging learning environment for infants and toddlers, incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families. Ability to read, speak and write with proficiency in English language. Provide and maintain a safe environment. Maintain regular attendance.

Responsibilities: Assume responsibility for continuing pre-planned classroom activities in the absence of the Head Teacher; administer planned instructional activities and evaluate children as directed by the EHS Teacher.

Reports to: EHS Teacher and Center Based Coordinator

Supervises: Does not supervise others

Salary Range: \$9.00 per hour.

Physical and Mental Requirements: Patient, able to resolve conflicts, gentle, loving, kind, creative, resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Detail and multi-task orientation with a strong desire to succeed. Must be able to cope well with stress.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run. 2 to 4 hours per day spent in strenuous physical activity, lifting up to 50# six or eight times in an 8-hour day.

Experience Requirements: Minimum one-year experience working with infants and toddlers. 2-3 years customer service experiences a plus.

Educational Requirements: High school diploma or GED, or must obtain within one year of hire. Infant/Toddler Child Development Associate (CDA) / ECE course work a plus.

Licensing/Certification Requirements: Negative Tuberculosis screen, Hepatitis B Vaccination, First Aid certification, Child CPR certification, Food Handler's card. Must pass criminal background check.

Ability to Operate Equipment Tools: Computer, ordinary office equipment such as; copier TV (video conferencing); classroom tools.

Environmental Factors/Working Conditions: Enclosed facility, classroom environment. Floors may be vinyl tile or carpeted. Facilities are heated; may or may not have air conditioning. May come into contact with childhood diseases and blood on occasion.

Job Duties:

1. Assists in implementing the EHS curriculum and Head Start Performance Standards for Early Head Start classrooms. Provides input into preparation of appropriate daily lesson plans in advance that include both indoor and outdoor activities; are individualized and based on the infants/toddlers own needs, interest and schedules; and, include multicultural educational materials and activities, family-style meals and other elements, as appropriate. Assists in documenting volunteer activities, and parent communication regarding children's functions and activities.

2. Assists in organizing the classroom according to developmental levels and individual needs of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development. Assists in ensuring infant and toddler classrooms are homelike, safe, sanitary, and free of clutter. Assist in organizing the toddler classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment. Provides for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.
3. Promotes the development of secure relationships with infant/toddlers assigned by assuring primary and continuity of care. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stays involved with the children at all times during the day.
4. Observes children and records observations in anecdotal records, making appropriate referrals to EHS Teacher. Assists with conducting developmental screenings, as assigned. Participates in IFSP's as required. Maintain updated individual and group checklists according to program policies and procedures.
5. Assists with training parents and volunteers in planning and implementing appropriate activities. Assists in maintaining a clean, safe learning environment at all times.
6. Provides meals and snacks to the children according to their age, development, and needs. Feeds infants according to their home schedule, holds them every time they are fed, and shares feeding information with parents daily. Assist with family style dining with toddlers when they are ready and implements according to program policy and procedures, and EHS Performance Standards.
7. Involves parents in all aspects of the classroom. Greets parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership. Maintains ongoing professional and appropriate communication with parents through a variety of methods and sends activities home that Parents can do with their children to support the curriculum and the child's learning. Encourages parents to become involved in workshops, training and other Head Start activities.
8. Maintains accurate attendance records, food reports, in-kind reports and other record keeping and reports, as required. Participate in program training, weekly staff meetings, and case management meetings. Assists with maintaining supplies.
9. Reports to work at scheduled times and maintain good attendance. Performs all duties in a safe, timely and professional manner. Participates with a positive attitude and behavior in all program activities.
10. Continues professional growth by participating in ECE classes, training programs, workshops/conferences, as the budget allows.
11. Performs other duties assigned and reasonably within the scope of the duties listed above.

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____

Signature: _____

Revised 2/09

Name (Print): _____