

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.

HS SUBSTITUTE TEACHER ASSISTANT

Essential Function (s): Teach with emphasis on development of whole child, to include partnership with parents. 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 Teacher; administer planned instructional activities and evaluate children as directed by the Teacher.

Reports to: Teacher and Education Coordinator

Supervises: No supervisory duties

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 orientated with strong desire to succeed. Must be able to cope well with stress. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

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. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

Experience Requirements: Minimum two years experience working with young children. 2-3 years customer service experience a plus.

Educational Requirements: High School diploma or GED, or must obtain within one year of hire; CDA-certified a plus.

Licensing / Certification Requirements: Negative tuberculosis screen, First Aid certification, and Food Handler's Card. Must pass criminal background check.

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

Environment 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.

Job Duties:

1. Assist the Teacher in planning and implementing planned curriculum including AHS curriculum, and Head Start Performance Standards.
2. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the classroom, a positive home-classroom connection and a family partnership. Maintain ongoing professional and appropriate communication with parents. Encourage parents to become involved in workshops, training and other Head Start activities.
3. Help the Teacher set up and maintain an appropriate classroom environment, including organization of space and material storage.
4. Help supervise field trips and recreational activities.
5. Participate in training and staff meetings.
6. Become involved in designed career development activities.
7. Recommend ways of utilizing parent volunteers in the classroom and in other activities.
8. Work in a team setting with all other staff to determine the needs of the children.
9. Keep all assigned records regarding classroom operations/children current and updated.
10. Assist the Teacher in demonstrating to parents effective ways to reinforce the children's needs in the home.
11. Report to work at scheduled times and maintains good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
12. Perform all duties in a safe manner.
13. Perform other duties as may be assigned by supervisors that are reasonably within the scope of 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: _____

Name (Print): _____