

HEAD START TEACHER AIDE/ASSISTANT

DEPARTMENT **Head Start**
GRADE **1/2**
CLASSIFICATION **Non-Exempt**
REPORTS TO **On-Site Manager/Teacher**

Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principals. Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC). Dress and personal appearance requirements may be made by program Directors and the Executive Director that project appropriate image or impact health and safety issues.

CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.

Position Purpose

To encourage the social, emotional, physical, and cognitive development of Head Start children while ensuring their safety and welfare. Promote family engagement and meet all Federal Head Start Performance Standards, Oklahoma Department of Human Services Child Care Licensing, and agency policies.

Essential Job Responsibilities

Classroom Expectations

- Active Supervision: Ensure children are supervised at all times and respond effectively to crises. Assist children in managing their own behavior.
- Individualization: Adapt curricula to meet individual goals and developmental needs.
- Curriculum Fidelity: Implement agency-adopted curricula and strategies.
- Assessments: Conduct required developmental screenings and monitor progress through agency tools.
- Bathroom Breaks: Ensure all children have adequate bathroom breaks and/or diapers/pull ups/undergarments are changed when soiled. Ensure a partnership with families for continued toilet training procedures while in the classroom.

Family Engagement and Community Partnerships

- Provide an atmosphere that promotes and reinforces family and volunteer engagement.
- Support families as primary educators and promote family engagement activities.
- Support families’ safety, health, financial stability, life goals, and aspirations.
- Conduct parent/teacher conferences and home visits to support child development.
- Collaborate with Family Service Workers and Coordinators as needed to assist families to complete required health screenings and follow-ups.
- Collaborate with Family Service Workers and Coordinators to provide families with timely information and referrals appropriate to their needs.

Documentation

- Document and maintain accurate and timely records into agency adopted management system, including but not limited to attendance, DRDP documentation, individualizations, communication logs, incident reports, behavior reports, and end of month reporting requirements.
- Ensure confidentiality and compliance with all policies.
- Monitor and report child abuse. All referrals made to Oklahoma Department of Human Services (OKDHS) regarding child abuse with a Head Start child will also be reported to the PFCE Coordinator with the referral number, date, and time on the same day the report was made.

Knowledge, Skills, and Abilities

- Apply Early Childhood Development knowledge in practice.
- Engage in problem-solving and decision-making collaboratively.
- Maintain respectful relationships with children, families, and staff.
- Ability to drive to and from home visits at a minimum of twice a year and sometimes in outlying areas.

- Ability to occasionally lift up to 75 pounds in a classroom setting, emergency situations, and assisting children into seats on the bus.
- Ability to set and maintain professional boundaries with families.

Professional Development Expectations

- Attend all required agency training sessions and meetings.
- Participate in professional growth activities and continued education classes as required for job description.
- Engage in regular self-assessment and feedback processes.
- If participating in the Scholars Program, provide all required information to the Quality Assurance/ Professional Development Coordinator so a waiver can be requested.

Additional Job Responsibilities

- Assist with facility maintenance and inventory management.
- Understands that regular attendance and Continuity of Care is important and required.
- Perform other duties as assigned by management.
- Understands that all communications are potentially sensitive and are subject to CADC’s policy on confidentiality.
- Abides by the Agency’s Code of Conduct Agreement.

Minimum Requirements

- **Education:** High School Diploma or GED. CDA or 15 credit hours in Early Childhood Education preferred. Must obtain CDA Credential within 6 months of hire date.
- **Experience:** Two years of classroom experience preferred. Experience should include the ability to adapt curriculum to meet the needs of all children including at risk, special needs, and culturally diverse populations.
- **Communication:** Excellent written and verbal communication skills. Bilingual English/Spanish skills are highly desirable.
- **Technology:** Basic to intermediate computer skills.
- **Certifications:** Pediatric and Adult CPR/First Aid within 30 days of hire.
- **Physical Requirements:** Ability to lift up to 75 lbs., kneel, bend, and engage physically with children for at least 7 hours at a time. Must pass a pre-employment physical examination.
- **Other:** Valid driver’s license and reliable transportation. Must enroll in the Oklahoma Professional Development Ladder upon onboarding. Must pass OSBI Background Checks that are renewed at a minimum of every 5 years. Federal Background Checks are also used when applicable. Must pass Pre-Employment Drug Screening.

Additional Position Information

- Agency provides options for Health, Dental, Vision Insurance and Retirement Benefits for Full-Time Employees.
- Agency provided Leave program which includes but is not limited to annual and sick leave for Full-Time Employees.
- CADC Head Start / Early Head Start is a drug free workplace which includes medical marijuana.

Acknowledgment

I have read and understand the job description. I agree to perform the responsibilities and meet the requirements as stated. I understand this document does not constitute a contract of employment and that duties may be modified by management as needed. I understand this job description is subject to change at any time.

Employee Signature: _____

Print Name: _____ **Date:** _____