

NINTH DISTRICT OPPORTUNITY, INC.
GAINESVILLE, GEORGIA

JOB TITLE: Assistant Teacher – HS – CDA

JOB CLASSIFICATION: Non-Exempt

GENERAL JOB DESCRIPTION:

Assists the teacher in planning and implementing all classroom activities; assists to provide a safe, nurturing, stimulating, enjoyable and secure learning environment in order to improve the readiness of children for school by developing their literacy, phonemic, and print awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math and early science, their problem-solving abilities, and their approaches to learning; works to insure that all aspects of the program meet or exceed all requirements set forth in funding agency(s) regulations, other requirements as set forth by the governing agency, and follows all guidelines set forth in the Personnel Policies, Procedures Manual and Operation Plan.

SPECIFIC JOB DUTIES:

1. Works cooperatively with the teacher, Curriculum Director, Center Director and all other staff members in planning for the implementation of the objectives of the program.
2. Plans and implements the curriculum cooperatively with the teacher.
3. Performs efficiently and effectively all duties assigned by teacher.
4. Assists with supervising and implementing all classroom activities ensuring the safety and well being of all children.
5. Serves as a model for children, parents, staff, and community persons and conducts self professionally at all times.
6. Participates in pre-service/in-service training, securing a minimum of 15 hours of training/year, and maintains an up-to-date list of all training received.
7. Obtains AS degree within required time span as determined by the Head Start Director.
8. Assists teacher in the preparation of all required documentation.
9. Attends all staff meetings, parent meetings, IEP staffings, etc., as required by supervisor.
10. Assists in the development and distribution of the center newsletter and other materials as assigned.
11. Assists in planning, conducting, and documenting educational home visits and conferences to discuss with parents the progress of their child and family goals.
12. Assists in the recruitment of enrollees for the program.
13. Assists in the recruitment/training/utilization of volunteers/substitutes & completion of volunteer/substitutes records.
14. Serves as an advocate and spokesperson for families.
15. Assists Family Partner in supporting family goals and implementation of services to achieve goals.
16. Identifies and documents appropriate referrals to meet family goals along with Family Partner.
17. Enters accurate and timely information into program software as assigned by supervisor.
18. Ensures staff:child ratio is met at all times.
19. Assists with planning and implementing daily lesson plans to insure the integration of all program service areas.
20. Assists in assessment and recording observations and progress of children.
21. Assists with cleanliness/maintenance of facilities/equipment, thereby ensuring a safe, healthy learning environment..
22. Assists in evaluating the effectiveness of the service delivery system.
23. Assists in the transition of children into public school and from/to other child care providers.
24. Assists in supporting the social and emotional development of children.

25. Engages in mutually respectful goal-oriented partnerships with families to promote parent/child relationships and family well-being.
26. Assists teacher in contacting parents of children who have irregular attendance.
27. Works collaboratively with other staff in expanding visibility of the program within the community to promote development of partnerships with other agencies.
28. Maintains CDA credential.
29. Follows work scheduling, attendance and reporting requirements relating to tardiness/absences.
30. Maintains confidentiality.
31. Performs all other duties as assigned by supervisor.

ESSENTIAL FUNCTIONS:

- Lifting and carrying up to 40 pounds occasionally.
- Push and pull up to 20 pounds occasionally.
- Standing frequently.
- Walking frequently.
- Use of hand and arms frequently.

SKILLS AND ABILITIES:

1. Ability to use correct grammar, verbally & written, in communicating with adults as well as young children.
2. Ability to accept supervision and to follow directions with minimum instructions.
3. Ability to be creative, tolerant, flexible and imaginative.
4. Ability to read and comprehend the English language.

QUALIFICATIONS:

1. Child Development Associate credential or equivalent recognized by funding source.
2. At least one year's experience in working with pre-school age children, including those with special needs.
3. Experienced driver with valid license who has access to a vehicle that can be used on the job.
4. Knowledgeable of resources within the community.
5. Aware of the cultural and language diversity of the children/families in the community.
6. Must be 18 years of age.
7. Acceptable criminal records check.
8. Knowledgeable of basic computer skills and predominant software (word processing, spreadsheets, email, Internet).

Important Notes

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Head Start Director.) It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

I have read the above job description and understand that these duties will be utilized in evaluating my job performance.

Assistant Teacher Signature

Date

Printed Name

County/Work Site