

## EMPLOYEE JOB DESCRIPTION

| Position Detail |   |
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| Position No.    | EC007   |
| Position Title  | Assistant Teacher and Itinerant Substitute  |
| Division        | Early Childhood Services  |
| Unit            |   |
| Overview        | Responsible for assisting Infant Toddler Specialist/Family Educator with implementation of the education plan into the daily classroom operations and parent involvement activities. Responsible for ongoing coaching for classroom aides and child care aides in their job assignments at various sites. In the absence of the Family Educator, assume responsibility for classroom management and education plan. |

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| <p>Job Responsibilities</p> | <p>Classroom Function:</p> <ol style="list-style-type: none"> <li>1. Assume responsibility for classroom in Family Educator's absence.</li> <li>2. Assist Family Educator in observation, assessment, and development of individual learning plans for children.</li> <li>3. Participate and contribute to development of classroom goals in conjunction with Child Development Consultant, Family Educator and parents.</li> <li>4. Participate in planning a developmentally appropriate curriculum in a center-based classroom, and assist in learning activities.</li> <li>5. Assist Family Educator in working with individuals in small groups, and large-groups in accordance with classroom and curriculum goals.</li> <li>6. Assist in the supervision of daily activities of children during indoor and outdoor play periods.</li> <li>7. Assist Family Educator and parent in developing curriculum materials.</li> <li>8. Participate in development of weekly lesson plans based on funding source requirements, classroom goals, individual learning plans, Individual Education Plans.</li> </ol> <p>Classroom Organization:</p> <ol style="list-style-type: none"> <li>1. Assist in classroom activities such as set up, planning, and clean -up.</li> <li>2. Assist in preparing individual learning plans, reports and records of each child and family.</li> <li>3. Assist in preparing and maintaining attendance records, meal count, and child observation sheets.</li> <li>4. Encourage parents and community volunteers to take an active part in classroom.</li> </ol> <p>Communication/Coordination:</p> <ol style="list-style-type: none"> <li>1. Assist Family Educator in encouraging parent involvement.</li> <li>2. Participate in local service team meetings including family reviews, staffings, and IEP meetings.</li> </ol> <p>Staff Development:</p> <ol style="list-style-type: none"> <li>1. Participate in pre-service and in-service training as needed.</li> <li>2. Attend out-of-area training as needed.</li> <li>3. Be able to travel to various sites to substitute for all levels of program staff in their absence.</li> </ol> <p>Evaluation/Monitoring:</p> <ol style="list-style-type: none"> <li>1. Participate in evaluation of self with Family Educator and Center Staff Supervisor.</li> <li>2. Participate in reviewing lesson plans with Center Teacher/Family Educator and Child Development Consultant.</li> <li>3. Contribute to program evaluation.</li> <li>4. Participate in annual revision of education work plans.</li> </ol> <p>Operations and Maintenance of Program and Facility:</p> <ol style="list-style-type: none"> <li>1. Participate in center jobs per center team decision</li> </ol> <p>Transportation:</p> <ol style="list-style-type: none"> <li>1. Communicate changes or updates of bus routes as requested by families</li> </ol> |
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to center team, and bus driver.

2. Escort children to buses.

#### JOB EXPECTATIONS FOR ALL POSITIONS

##### Work Environment

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, working in conjunction with social services consultant.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, educational, and experiential backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program's codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar, personal work schedule, and monthly timesheet.

##### Program

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, community and grantee administration.
7. Be an active participant on a program committee.
8. Generate and document in-kind contributions.
9. All staff will be required to participate in program activities outside of their normal work hours and scheduled work days.

##### Professional Development

1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers and supervisor).
4. Document trainings and other professional development activities in professional portfolio.

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| Qualifications               | <p>Preferred: Two-year degree in Early Childhood Education or related field with three years experience in a preschool setting. Three years of successful work experience with Head Start/ECEAP program.</p> <p>Required:</p> <ol style="list-style-type: none"> <li>1. CDA or must obtain CDA certificate within one year of employment with Head Start. Two years experience in a preschool setting.</li> <li>2. Within thirty days of hire date, a physical exam, which results in a letter stating person, is free of communicable diseases.</li> <li>3. By employment date, TB skin test (needed once every five years.)</li> <li>4. Within thirty days of hire date, successful completion of Infant/Child/Adult CPR and First Aid.</li> <li>5. By employment date, satisfactory results from criminal check as required by Child/Adult Abuse Act.</li> <li>6. Within thirty days of hire date, successfully obtain a Food Handlers Permit</li> <li>7. Valid Washington State driver's license, proof of current auto insurance and maintain a safe, insurable driving record.</li> <li>8. Submission of childcare center licensing background check upon hire.</li> <li>9. Within thirty days of hire date, successful completion of Bloodborne Pathogens training.</li> <li>10. Within thirty days of hire date, successful completion of Child Abuse and Neglect training.</li> </ol> |
| Physical Requirements        | <ol style="list-style-type: none"> <li>1. Able to perform essential job functions, which may include physical ability to: <ol style="list-style-type: none"> <li>a. Walk or run quickly</li> <li>b. Kneel down to floor</li> <li>c. Sit on a child-sized chair or on the floor</li> <li>d. Bend, lift, and walk over rough or uneven grounds</li> <li>e. Lift or move heavy objects or children weighing up to 50 pounds</li> <li>f. Moving of classroom equipment including tables, chairs, or shelves</li> </ol> </li> </ol>   |
| Special Requirements         |  |
| Supervisory Responsibilities |  |
| Number of Staff Supervised   | 0  |
| Position Supervisor          | Family Educator / Center Staff Supervisor  |
| Job Location                 |  |
| Salary Grade Range           | E 03-01 (required qualifications);E 04-01 (preferred qualifications)   |
| Work Schedule                | Monday - Friday, hours vary per site   |
| Position Assignment          | Regular  |
|                              |  |
|                              |  |
|                              |  |
| Job Category                 | 5 - Office/Clerical  |

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| EEOC Code                                       |            |
| Labor & Industries Code                         | 5308       |
| Standard Occupational Classification (SOC) Code | 25-9041    |
| FLSA  | Non-Exempt |
|   |            |
| Date Last Modified                              | 04/14/2008 |
| <b>Employee Position Requirements</b>           |            |
| Physical Exam                                   | Yes        |
| TB Test   | Yes        |
| Hepatitis B / Waiver                            | Yes        |
| DSHS Criminal Check                             |            |
| Food Handler Permit                             | Yes        |
| Child Abuse Prev Training                       | Yes        |
| Bloodborne Training                             | Yes        |
| CPR Adult                                       | No         |
| CPR Infant/Child/Adult                          | Yes        |
| First Aid                                       | Yes        |
| Tetanus Vaccination                             | No         |
| Washington State Patrol Background Check        |            |
| <b>Signatures</b>                               |            |
| Employee: PRINT NAME                            |            |
| Employee Signature                              |            |
| Signature Date                                  |            |
| Supervisor Signature                            |            |