



# Regional Consolidated Services

## Job Description



Department Head Start

Job Title NC Pre K Assistant Teacher

**Purpose:** The purpose of this position is to fulfill the goals and objectives of the child development component of the Head start program, to assist in record keeping and if needed to provide transportation.

### Essential Functions and Responsibilities:

1. Maintain working knowledge of all NC PreK, childcare, sanitation and other relevant policies and procedures.
2. Provide the children with a safe, loving and nurturing environment.
3. Meet the children's needs in all areas; physical, emotional, social and intellectual.
4. Carry out appropriate and positive discipline as established by the lead teacher.
5. See that the program goals are implemented.
6. Maintain a room arrangement that is safe, clean, inviting, interesting and stimulating.
7. Sensitive and responsive to parents and act as a resource person for them.
8. Attend CDL training.
9. If needed to provide transportation, duties would include
  - a. Responsibility for the safety of all children and safe operation of the vehicle
  - b. Responsibility for morning/afternoon safety inspection of bus and daily log sheet
  - c. Complete and maintain maintenance and mileage logs
  - d. Maintain CDL
10. Attend staff meetings
11. Follow all Head Start policies, procedures, and NC state laws regarding the safe transportation of preschool children.
12. Observe, record, and report significant individual and group behavior.
13. Work in coordination with all components and personnel.
14. Prepare the weekly lesson plans and coordinates the materials needed for the project in collaboration with the lead teacher.
15. Function as part of and help build a supportive team.
16. Assist in record keeping for the classroom
17. Establish and maintain good communication with parents through daily interaction at pick up and drop off sites.
18. Must maintain consistent and regular attendance.

### Other Duties and Responsibilities:

1. Other duties as directed by the child development coordinator or the Head Start director.

**Supervisory Responsibilities:** Responsible for lead teacher duties in the absence of the lead teacher.

**Knowledge and Skills:**

1. Relate joyfully and sensitively to children, parents and other family members.
2. Evidence of emotional maturity and stability.
3. Knowledgeable in early childhood development, developmentally appropriate practices as established by NAEYC, family dynamics, and the needs of children.
4. Physical stamina and ability to lift children and or materials as needed and appropriate.
5. Fluent in the language used by the majority of families served.
6. No record of child abuse or neglect.
7. Able to recognize and record significant individual and group behavior.
8. Excellent driving record.
9. Willing to accept job-related responsibilities at other than normal working hours.

**Fiscal Responsibility:**

1. Assist lead teacher in timely submission of supplies and field trip requests
2. Assist lead teacher with input for the budget regarding educational needs for the program

**Physical Demands:** See, hear, speak; use fingers, hands, arms; walk (sometimes fast or run); able to lift and move up to 60 pounds; bend, stoop, push, pull; and take CDL test.

**Working Conditions:**

1. Classroom and outdoor play areas with moderate to loud noise levels.
2. Local travel on a semi-frequent basis.
3. Regional travel on an as-needed basis that may require overnight stays.
4. Travel on field trips and to other sites.

**QUALIFICATIONS:**

1. Must be at least 21 years of age in order to be eligible for CDL bus driver endorsement
2. Driving record that allows for holding CDL bus driver license
3. High School diploma or GED required
4. Degree in early childhood development or related field
5. Relevant experience with preschool children required
6. Clean criminal and child abuse/neglect records required

Classification: Nonexempt. The Child Development coordinator supervises this position

*Staff Name:* \_\_\_\_\_

*Staff ID Number:* \_\_\_\_\_

*Date:* \_\_\_\_\_