POSITION TITLE: Classroom Assistant          DEPARTMENT: Duplin County HeadStart

POSITION REPORTS TO: Center Manager

POSITION DURATION: Fall & Spring Semester’s

POSITION SUMMARY
The work study assistant will help provide early childhood care and education for Head Start children. Activities will be developmental and age appropriate. Assist in regular classroom operations.

The individual must be able to work with children in a positive manner that at all times contributes to a healthy self-concept in the children. S/he must be open and friendly with parents to encourage open communication.

QUALIFICATIONS
1. High school diploma or equivalent or at the recommendations of the interview team with approval of Policy Council and the Director.

2. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written formats.

3. Ability to work collaboratively with families, staff and community partners.

4. Must have dependable transportation and/or valid driver’s license and auto insurance.

5. Must be able to work with families from a diverse population

6. Evidence of ability to work in a cooperative team manner and to follow directions and program policies.

7. Must have current Red Cross/AHA pediatric and adult First Aid/CPR cards.

8. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.

9. Must be willing and available to work flexible hours.

10. Ability to participate in regular kneeling, stooping, bending and sitting on the floor and standing for long periods of time.

11. Ability to occasionally lift up to 50 lbs.

12. Must comply with program confidentiality policies.

13. Bilingual skills preferred.
14. Must have basic working computer skills and knowledge.
15. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
16. Ability to work with families from a diverse population.

DUTIES AND RESPONSIBILITIES
1. Assist teachers in creating, implementing and documenting, developmentally appropriate lesson plans for children.
2. Provide nurturing and appropriate care for children.
3. Create and maintain a safe environment for children.
4. Attend regular staff meetings and trainings, as requested.
5. Must maintain program and client confidentiality policies.
6. Must maintain a working knowledge of program plans, policies and Performance Standards.
7. Other duties as assigned by supervisor.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Number of Hours per Week: ________________________________   Rate of Pay: __________
Staff Signature: _________________________________________   Date: _________________
Supervisor Signature: ______________________________________   Date: _________________

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.