

SCHOOL DISTRICT OF ALACHUA COUNTY

ASSISANT -- HEAD START

JOB DESCRIPTION

FLSA:	Non-Exempt	BARGAINING UNIT ELIGIBILITY:	Yes
PAY GRADE:	23	SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Completion of Early Childhood Certification program.
- (3) National Child Development Association (CDA) Credentials or higher.
- (4) Minimum of one (1) year successful experience in an early childhood educational setting.
- (5) Pediatric First Aid/CPR Certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Head Start Performance Standards, developmentally appropriate practices, basic child care practices and behavior management. Ability to relate to and work with young children and adults in a positive manner. Possess basic English, computer and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To assist the Head Start Instructor in implementing the content area performance standards for an effective early intervention program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist the Head Start instructor in the implementation of the content area performance standards.
- *(2) Be responsible for the supervision and safety of students in accordance with the Head Start performance standards.
- *(3) Comfort and assist children who become ill or have other emergencies.
- *(4) Accompany groups of children to support development of self-help skills.
- *(5) Work with teacher to develop lesson plans and implement the curriculum.
- *(6) Assist Head Start children at breakfast, lunch, and snack time and clean up after each meal.
- *(7) Conduct large and small group activities with children.

ASSISTANT -- HEAD START (Continued)

- *(8) Maintain program inventory.
- *(9) Assist with children's special projects, displaying of work on bulletin boards and with preparing materials and storing them after use.
- *(10) Store all outdoor play equipment and classroom materials properly after use, and clean and prepare the classroom for the next day.
- *(11) Assist the instructor and other personnel with developmental screening/assessments.
- *(12) Assist with record keeping and data entry responsibilities.
- *(13) Accompany Head Start instructor on home visits, and accompany class on dental visits.
- *(14) Participate in program-wide and cluster site activities and events, such as parent meetings.
- *(15) Serve on school/district committees as required or appropriate.
- *(16) Adhere to applicable safety standards.
- *(17) Assist in maintaining a clean and orderly environment.
- *(18) Attend all staff meetings and workshops.
- *(19) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(20) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(21) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(22) Demonstrate initiative in the performance of assigned responsibilities.
- *(23) Demonstrate support for the school district and its goals and priorities.
- *(24) Exhibit interpersonal skills to work as an effective team member.
- *(25) Follow attendance, punctuality and proper dress rules.
- *(26) Maintain confidentiality regarding school/workplace matters.
- *(27) Maintain expertise in assigned area.
- *(28) Manage time efficiently.
- *(29) Model and maintain high ethical standards.
- *(30) Participate in cross-training activities as required.
- *(31) Participate successfully in required training programs offered to increase skill and proficiency related to assignment.
- *(32) Prepare all required reports and maintain updated and accurate records.
- *(33) Respond to inquiries and concerns in a timely manner.
- *(34) Perform other duties as assigned.
- *(35) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

ASSISTANT -- HEAD START (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted 8/2/11