

**Friends of Children & Families, Inc.  
Class Specification**

<b>Class Title</b>	<b>Assistant Teacher</b>	
<b>FLSA Designation &amp; Grade</b>	<b>Non-Exempt</b>	<b>Grade 4 – 4C</b>
<b>Supervisor:</b>	<b>Center Supervisor</b>	
<b>Terms of Employment</b>	<b>27 hours per week; 41 weeks per year</b>	
<b>PC Approval / Board Approval</b>	<b>June 17, 2008 / June 25, 2008</b>	

**General Statement of Duties**

Assists and teams with the Friends of Children and Families (FCF) Head Start Teacher in providing environment and activities necessary to meet the objectives of Head Start Children's Services component; assists in integrating Health, Nutrition, Transportation, Disabilities, and Family Service/Parent Involvement components, as they relate directly to children and families; performs related work as required.

**Classification Summary**

The principal function of an employee in this class is to assist and team with the Head Start Teacher in providing early childhood education support for FCF Head Start children. The position requires effective interaction with young children and their families; a respect for differing cultures and ethnicities; assisting in overall record keeping, classroom management and activities; working effectively with volunteers; and actively participating in teaming and staff meetings. In the absence of the Teacher, an employee in this class may temporarily monitor and direct classroom activities. The work is performed under the direct supervision of the Center Supervisor. The principal duties of this class are performed in a general classroom environment.

**Essential Duties and Responsibilities**

- Assists in developing weekly learning activities and lesson plans; supports and supervises children in a classroom environment, including conducting field trips and arranging for classroom visitors or presenters;
- Works with teachers, parent volunteers, high school volunteers, community volunteers, and interns to direct their efforts in achieving educational goals;
- Assists in recording classroom anecdotal notes and files them weekly in confidential children/families' files;
- Teams with teacher in setting up classroom environment for specific educational activities on a daily and weekly basis;
- Cleans classroom daily, including sweeping, mopping, vacuuming, cleaning bathrooms,

- sinks, cubicles, walls, furniture and toys;
- Assists in curriculum and goal planning for children and completion of monthly reports on attendance, SMART form, in-kind contributions;
- Demonstrates working knowledge of policies, procedures and guidance contained in the Head Start Performance Standards, Children's Services Index, as well as the Children's Services work plan;
- Demonstrates an understanding of Head Start Child Outcomes Requirements;
- Reviews and is familiar with all enrollment information for each family/child in his/her classroom and, in conjunction with Health and Nutrition Services Manager, participates in developing Individual Child Health Plans for children with identified health needs prior to child starting school;
- Observes and documents any concerns related to child's vision, hearing, and/or behavior in classroom; regularly shares this information with child's family, his/her supervisor, Health and Nutrition Services Manager, Mental Health and Disabilities Coordinator, and other team members during Team meetings;
- Participates in the FCF Multidisciplinary Team meetings quarterly and as needed, providing input through sharing of classroom observation, progress on child outcomes, parent feedback, and any other relevant information;
- Assists in providing education, social service, parent involvement, health and nutrition services to assigned families with technical assistance from component coordinators;
- Assists teacher in observing and documenting the developmental level of each child; aids teacher in creating an individualized plan for each enrolled child;
- Teams with teacher and parents to develop home visit plans to meet the individual goals of the parent(s) and the child;
- In conjunction with Teacher, Family Advocate(s), and Health and Nutrition Services Manager, assists each family in completing required health screenings and finding a Medical Home;
- Obtains needed supplies to support curriculum, when requested;
- Assists in the recruitment, selection and enrollment of eligible families;
- Adheres to the Child Abuse and Neglect reporting policy;
- Attends scheduled child and family staffings, when requested;
- Assists parents to increase knowledge, understanding, skills, and experience in child growth and development through regularly scheduled parent contacts, center activities and communication;
- Assists parents in identifying and supporting home experiences that they can utilize as educational activities for their children;
- Assists in the integration of health and nutrition into daily curriculum through consistent implementation of Great Body Shop, Second Step, and Talking about Touching curriculums;
- Provides health and nutrition education activities for children, including classroom food experience, tooth-brushing and hand-washing; prepares children for PE and dental exams;
- Collaborates with teachers and co-workers to further program goals, respond to questions, problem solve, and establish effective working relationships;
- Models standards of quality to co-workers, parents, volunteers and community members;
- Regularly involves and encourages parents to volunteer within all components of program operation;
- Provides needed information and demonstrations concerning how to perform certain work

- tasks to employees in any class of position;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggests new or improved ways of addressing such problems;
- Responds to questions and comments in a courteous and timely manner;
- Occasionally drives personal vehicle to complete home visits, as safety back-up driver on field trips, to FCF Centers and programs, and to various other locations as needed to complete job duties.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

#### Knowledge of:

- Basic approaches to early childhood development, education and intervention strategies;
- Effective pre-school educational practices and procedures.

#### Ability to:

- Complete and maintain certificates for Infant/Child CPR and First Aid;
- Communicate well with young children and families, face to face and on the telephone;
- Work evenings and irregular hours if required;
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Comprehend and follow oral and written instructions;
- Use problem solving skills involving varied situations;
- Identify and recommend improved methods of performing the work;
- Establish and maintain effective working relationships with supervisor, co-workers, managers, the public and parents;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Perform all work duties and activities in accordance with Head Start Performance Standards and FCF policies, procedures and safety practices;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Child Development Associate (CDA), Associate Degree or Associate of Applied Science Degree in Early Childhood Education awarded from an accredited university or college; and
- High school diploma or General Equivalency Degree (GED); or

- Any equivalent combination of experience and training which provides the knowledge, skills and demonstrated abilities necessary to perform the work.

### **Required Special Qualifications**

- Must pass a Health Physical Screen and TB test; must be able to lift 45 pounds in emergency situations;
- Must pass a criminal background check that meets required state, federal, and FCF Head Start standards;
- Must pass a drug test and submit to random drug and/or alcohol testing;
- Ability to complete training and maintain Boise City Child Care Worker License;
- Ability to complete training and maintain certification in First Aid and CPR;
- Possession of a valid driver's license issued by the State of Idaho; provide proof of current vehicle insurance adequate to meet state insurance requirements.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively with staff, children, families, and community groups;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to teach, monitor and care for the health and safety of children in classroom, playground and field activities, comprehend and review written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials; and to perform the essential functions of the position;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive motions and to operate a personal computer and standard office equipment; and to perform the essential functions of the position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to effectively interact with young children and families in a classroom environment, occasionally lifting or moving objects that may weigh up to 20 pounds; and to perform the essential functions of the position;
- Occasionally related job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, and grasping.