

# MountainHeart

## Job Description

**Job Title:** Assistant Teacher  
**Department:** Head Start  
**Reports To:** Center Teacher  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 1

**Summary:** Assist in planning, organizing and implementing instructional programs in the Early Head Start learning environment that guides and encourages students to develop and fulfill their academic potential.

### Essential Duties and Responsibilities

- Plan, implement, and coordinate daily instructional activities for Head Start children in the classroom or other designated area under the supervisor of the Center teacher.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Assist Center Teacher in managing student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with MountainHeart's Behavior Guidance Policy.
- Provide appropriate feedback on work and conduct student assessments.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Prepare required reports on student activities.
- Encourage parent participation in activities.
- Participate in staff meetings, training sessions, and workshops.
- Ride on transportation vehicles with driver according to regulations.
- Assist with transportation (drive bus) when necessary.
- Keep all play, rest, instructional areas, restrooms, and storage room clean and safe on a daily basis.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and needs under the supervision of the Center Teacher.
- Assist Center Teacher in conducting the required number of home visits/parent conferences with families.
- Adhere to established procedures necessary to assure a minimum Daily Average Attendance of 85% for program participation.
- Assist Center Teacher in record keeping including all forms in necessary and submitting all required reports to the central office by designated deadline.
- Prepare for classroom activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Develop and implement nutrition plans for centers.
- Perform transportation duties as needed; such as driving and acting as aide.
- Ability to communicate effectively with low-income families.
- Perform substitute duties or assist teacher in recruiting volunteers to substitute for absent staff.
- Other duties as assigned
- Maintain Confidentiality at all times.

Prepared Date: June 26, 2014

ALL PERSONNEL ARE AT WILL EMPLOYEES

**Supervisory Responsibilities**

This position does not supervise.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

Must have valid West Virginia driver's license, dependable transportation with minimum automobile liability insurance in addition to Commercial Driving License (CDL); clear criminal background and maltreatment APS/CPS check.

High school degree or GED equivalent with CDA (date of hire or within 1 year of employment) and CDL (within 6 months); among other State and Federal requirements. Authorization from the WV State Office of Education to become an Assistant Teacher in a contracted Pre-K classroom. Food Handler's Permit, annual physical with TB testing, willing to be trained in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) and OSHA. Must be bondable among other State and Federal requirements.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, general public, and families we serve. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Employee Signature

Date

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