



Job Description

Job Title: Assistant Teacher

Department: Head Start

Reports To: Head Start Lead Pre-K Teacher

FLSA Status: Non-Exempt

OSHA Category: 1

Summary: Assist in planning, organizing, and implementing the approved curriculum in the Head Start learning environment that guides and encourages students to develop and fulfill their 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 following 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 daily.

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- 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.
- Ability to communicate with families in a warm and caring manner.
- Perform substitute duties.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

Supervisory Responsibilities:

This position does not supervise.

Competencies

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

- Quantity - Completes work in a 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.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

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Core Values

To perform this job successfully, you must adhere to the agencies core values:

- Empathy/Compassion
- Teamwork
- Equality
- Respect
- Inclusiveness
- Considerate
- Innovation
- Ethics

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 familiarity with office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Must have valid West Virginia driver's license; clear criminal background and APS/CPS check must be bondable. High school diploma or GED equivalent. Obtain CDA within 1 year of employment and CDL within 6 months of employment. Authorization from the WV State Office of Education to become an Assistant Teacher in a contracted Pre-K classroom. Food Handler's Permit, physical exam every two years with initial tine test or TB Risk Assessment and willing to be trained in Standard First Aid and Cardio-Pulmonary Resuscitation (CPR) and OSHA. 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 clients, customers, and the public.

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.

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

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Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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