



STEP FORWARD

Classification Specification

ASSISTANT TEACHER

Purpose of Classification:

The purpose of this classification is to assist teachers to prepare and implement all classroom activities while ensuring the care and safety of children in the Head Start program.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Works with the teacher to prepare and implement daily lesson plans and ensures a high level of interaction with children. Meets regularly (weekly, etc.) with the teacher to determine the needs of the classroom. Provides assistance to the assigned teacher(s) to focus on child development techniques, safety practices and principles while establishing a warm and friendly atmosphere.

Conducts and documents ongoing assessments of each child's growth and development through the use of observation, parental input, developmental screening, etc.

Maintains a clean, safe and emotionally supportive environment that is conducive to learning and is centered on the needs and abilities of the children.

Assist children in self-help skills such as toileting, dressing, eating, tooth brushing, and any other areas involving health, safety, and hygiene.

Periodically conducts conferences with the teacher(s) and parents to discuss the child's development and to involve them in program planning. Assists in planning and providing training for parents in child development to reinforce learning activities in the home and identify the children with special needs.

Develops and sustains good personal relationships with a variety of individuals, children, parents, families, other staff members and agency services providers.

Engages in ongoing professional development and training to keep up with best practices and certification requirements, including education and care services for children with special needs; attends meetings as required and serves as a spokesperson and advocate for the Head Start programs.

Participates in team teaching, staff meetings, conferences, institutions of higher learning, etc. to enhance professional development.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associates degree in Early Childhood Education; or possess a CDA and/or have 12 hours of college credits in ECE and be enrolled in a program that will lead to an Associates or Bachelors degree within two years: One year of work experience working with Pre-school age children.

License or Certification Required: Must possess and maintain a valid Ohio driver's license. Must have State of Ohio ACT 33 (Child Abuse) ACT 34 (Criminal Record) and ACT 14 (FBI) Clearances.

Performance Aptitudes:

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials such as computers, copiers, printers and fax machines used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes animal/human bites, disease, or pathogenic substances.

Step Forward is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.