

**NORTHWEST MONTANA HEAD START
KALISPELL, MT 59901**

Title	Assistant Teacher
Supervisor	Teacher Advocate, Education Manager
Supervision	None
Wage Classification	Hourly (non-exempt)
Probationary Period	12 months

Required Qualifications

1. High school diploma or GED. Must be willing to obtain CDA or AA degree within 18 months of hire.
2. Experience with young children ages 3 to 5 years old.
3. Must be able to perform the physical expectations of working with 3 to 5 year olds.
4. Must be able to lift 50 pounds.

Preferred Qualifications

1. Pre-school CDA.
2. Experience working in a team teaching approach.
3. Experience with young children in Head Start, pre-school, or day care settings.
4. Experience working with low-income populations.
5. Experience working one-on-one with a child with disabilities or challenging behavior.

Duties and Responsibilities

1. Work with morning and afternoon teacher advocates to utilize all program-selected curricula.
2. Adhere to agency policy on positive discipline as stated in the Personnel Policies.
3. Use positive, developmentally appropriate teacher-child interaction strategies.
4. Provide an environment of acceptance.
5. Assist morning and afternoon teacher advocates in maintaining all classroom areas.
6. Maintain a healthy and clean environment indoors and outdoors.
7. Work with morning and afternoon teacher advocates to formulate goals, prepare lesson plans, and maintain classroom records.
8. Assist morning and afternoon teacher advocates in implementation of program to meet child and class goals.
9. Assist morning and afternoon teacher advocates in maintaining on-going assessments of each child.
10. Attend Parent Center Committee meetings, workshops, trainings, or socializations at the center as needed.
11. Assist in maintaining accurate and timely written records including ongoing assessments, disability documentation, anecdotal observations, child goals, and other required forms.
12. Prepare a monthly classroom newsletter and calendar, and contribute to the agency newsletters as requested.

13. Discuss any child's special needs and concerns with a supervisor using the referral process as needed. Facilitate parent-generated referrals.
14. Assist teacher in implementation of program to meet the child's IEP and or Behavior Plan goals.
15. Assist teacher in maintaining on-going assessments of child to become familiar with child's IEP and behavior plan.
16. Assist in recruitment
17. Complete weekly cleaning checklists.
18. Assist Teacher Advocate in lesson planning and lesson preparation.
19. Assist Teacher Advocate in distributing weekly folders to students and families.
20. Create and decorate classroom bulletin boards.
21. Ensure that no child is ever left unattended and that two adults are in the vicinity of the children whenever possible, inside and outside. One adult must be a paid, qualified staff member.
22. Follow USDA and Head Start guidelines during meals and cooking projects and all group activities.
23. Report any special needs of children to the teacher in a timely manner.
24. Assist morning and afternoon teacher advocates in yearly checklist and inventory.
25. Work together with parents, staff, and administration to ensure active and appropriate parent involvement in all aspects of the program.
26. Stay abreast of current advances in child development theories and educational techniques. Take direction as presented by supervising teacher.
27. Implement daily health checks and weekly lice checks, unless more are necessary.
28. Coordinate substitute teacher to fill your position for personal days or illness.
29. Perform other duties as assigned.

Required of all Head Start staff

1. Within 30 days of employment:
 - Initial health exam (re-exams are required at least every 10 years)
 - MMR immunization or proof of immunization if born after 1956
 - Tdap immunization or proof of immunization with the last 10 years
 - TB skin test if determined at risk for TB (risk assessment conducted upon hire)
2. Within 90 days of employment:
 - Have or obtain CPR certification (infant, child and adult) and keep card current
 - Have or obtain First Aid certification and keep card current
3. Have reliable transportation and a current Montana driver's license and liability insurance.
4. Sign a release authorizing a criminal background check with an appropriate agency.
5. Have no prior convictions of physical or sexual abuse of children.
6. Report all suspected child abuse as required by Montana state law and according to Northwest Montana Head Start policy and procedure.
7. Be flexible in working hours.
8. Attend and actively participate in all required meetings and trainings to ensure compliance with Head Start Performance Standards, State of Montana QRIS requirements, and programmatic requirements.

9. Actively support the goals, objectives, mission, and vision of Northwest Montana Head Start.
10. Sign a confidentiality agreement and adhere to the agency's confidentiality policy.
11. By signing below, I acknowledge that I understand where to access program policies and procedures and I am responsible for adhering to them.
12. Establish and maintain professional boundaries with parents when handling program and personal issues.
13. Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
14. Promote and facilitate the parent's role as primary educator of their children in collaboration with all other Northwest Montana Head Start staff.
15. Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
16. Participate and promote a positive working relationship with all staff and Head Start families.
17. Basic computer literacy skills.
18. Other duties as assigned.

Employee Signature

Date