

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

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

Required Qualifications

1. High school diploma or GED. Willing to obtain Preschool CDA 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.

Duties and Responsibilities

1. Assume role and complete daily duties of classroom staff, kitchen staff, and office staff.
Including but not limited to:
 - a. Classroom:
 - i. Adhere to agency policy on positive discipline as stated in the Personnel Policies.
 - ii. Use positive, developmentally appropriate teacher-child interaction strategies.
 - iii. Provide an environment of acceptance.
 - iv. Maintain a healthy and clean environment indoors and outdoors.
 - v. Ensure that no child is ever left unattended.
 - vi. Follow USDA and Head Start guidelines during meals and cooking projects and all group activities.
 - vii. Report any special needs of children to the teacher in a timely manner.
 - viii. Conduct daily Playground safety checks.
 - ix. Assist children in handwashing, tooth brushing, and bathroom use.
 - x. General classroom cleanup and sanitizing
 - xi. Mealtime set up and cleanup.
 - b. Kitchen:
 - i. Help prepare food items for each day as directed.
 - ii. Wash dishes using appropriate method for sanitation.
 - iii. Count out each day's dishes for the classroom and count to be sure all dishes are returned to the kitchen after each meal.

- iv. Observe Montana sanitation and hygiene regulations and USDA guidelines.
 - v. Keep all equipment clean and well maintained.
 - vi. Transport food to and from classrooms as needed (may require transporting off site).
- c. Office:
- i. Answer phone as needed.
 - ii. Assist with filing, copying, and other general office duties.
2. 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.

Using Active Supervision to Keep Children Safe

Head Start uses the strategy of Active Supervision to ensure that no child is left unattended while in the care of Head Start. Incidents of children left unsupervised must be immediately reported to the Director.

All Head Start employees are responsible for the safety of children in our program. Active Supervision requires focused attention and intentional observation of children at all times. All employees who care for children position themselves in classrooms, on playgrounds, in hallways, and in any space where children are present so that they can observe all children: watching, counting, and listening at all times. They also use their knowledge of each child's development and abilities to anticipate what he/she will do, then get involved and redirect them when necessary.

Employee Signature

Date