

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

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

Required Qualifications

1. AA/BA/Masters in early childhood or (defined as a college degree with a program of study which includes 6 or more courses in early childhood education and/or child development) with experience in teaching preschool children.
2. OR college degree with experience in teaching preschool children and willingness to obtain 6 courses in early childhood within 6 months of hire.
3. OR college degree with experience in teaching preschool children and willingness to obtain CDA within 18 months of hire.
4. Obtain CLASS certification.
5. Must be able to perform the physical expectations of working with 3-5 year olds.
6. Must be able to lift 50 pounds.

Preferred Qualifications

1. Knowledge of Developmentally Appropriate Practices curriculum implementation.
2. Knowledge of team teaching strategies.
3. Experience working with families.
4. Experience in a Head Start setting.
5. Experience working with low-income populations.
6. Computer literacy.

Duties and Responsibilities

1. Responsible for substituting or taking over a classroom as a teacher or aide.
2. Assist the Education Manager and Disabilities Manager with duties as assigned at all sites including Tobacco Valley.
3. Understand and adhere to job descriptions for teacher and teacher aide.
4. Learn and utilize all program-selected curricula.
5. Assist with classroom observations (CLASS, ECERS, Classroom Walkthrough, Active Supervision Monitoring).
6. Assist with mentoring/training of new staff in job duties.
7. Assist with organizing classroom staffing due to absences; including break schedules.
8. Assist with Preservice.
9. Assist with end of year activities.
10. Renew goals with Education Manager for completion and progress of staff CDA, AA/BA plans.
11. Adhere to agency policy on positive discipline.
12. Use positive, developmentally appropriate teacher/child interaction strategies.
13. Provide an environment of acceptance, which helps each child build ethnic pride, develop a positive self-concept, enhance individual strengths and develop social relationships.

14. Work together with parents, staff, and administration to ensure active and appropriate parent involvement in all aspects of the program.
15. Stay abreast of current advances in Child Development theories and in educational techniques.
16. 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 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