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| Position: ASSOCIATE TEACHER | Effective Date: 7/01/2019 |
| Service Areas: Early Childhood Education | Revised: 7/01/2019 |
| Reports To: Teacher | Approval Signature:  |
| Classification: Professional I | Status: Full/Part Time, 10-Months; Eligible for Overtime Pay |

Position Purpose: To assist the Head Start (HS) Teacher in planning and carrying out educational activities to meet the HS Performance Standards and local plan. Implement educational activities by providing and maintaining an atmosphere in the classroom that promotes school readiness and developmentally appropriate practices for 3 and 4-year old children.

Qualifications

- High School Diploma/GED - Must be enrolled in a Child Development Associate (CDA) Credential program and obtain CDA credential within two years of hire; or
- CDA Credential
- Associate Degree in Early Childhood Education preferred
- Experience with young children preferred

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift at a minimum 30 lbs, occasionally, during employment.
- Ability to maintain visual and auditory supervision of children at all times to insure their safety in the classroom, on the playground and on a study trip.
- Ability to model and participate in activities designed for 3 to 5-year old children, including repetitive bending, stooping, crawling, kneeling, sitting on the floor and sitting on child-size chairs (10-12 inches high), multiple times daily.
- Ability to tolerate standard cleaning solutions used in the childcare environment such as chlorine bleach.
- The ability to use technology and office equipment such as, but not limited to: computer system, telephone, voice mail, email, FAX machine, office copier.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to: written comprehension, problem sensitivity, oral comprehension, speech clarity, and speech recognition.

Essential Job Functions Related to Working Conditions:

- Ability to work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Employment will require adherence to the following regulations and standards according to the following: the *National Head Start Act (12/2007)*, the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the *Pennsylvania State Standard System*.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families. *This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Position Responsibilities

Curriculum

1. In accordance with curriculum philosophy, developmentally appropriate lesson plans based on children's abilities and interests are completed in conjunction with the Teacher and posted in the classroom.
2. A visual daily routine is posted and followed in accordance with the curriculum philosophy.
3. Assume leadership and active supervision of the classroom when the Teacher is not present in the room.
4. In collaboration with the Teacher, assess children's abilities to gain accurate documentation for Individual Goals (form).
5. Attendance and participation in all education trainings and meetings prescribed by the Early Childhood (EC) Education team to increase job performance. Information from these trainings are implemented into the lesson plans and adult/child interactions.
6. Confer with Teacher and EC Specialist(s) on matters pertaining to the education of children, and implement strategies in the classroom and adult/child interactions contributing to one's professional growth.
7. Able to receive suggestions and constructive criticism in a professional manner in order to grow and develop within the philosophy of the agency.
8. Regularly communicate with all team members in essential matters pertaining to children and families as documented in Pre-Service Team Meetings and regular Education Notes.
9. Consistent use of PBIS solution station, PATHS curriculum, and other social-emotional resources to create a positive, nurturing environment where children use conflict resolution techniques to regulate emotions and solve problems.
10. Attend and actively participate in approved study trips with the Teacher.

Family Involvement

1. Interactions with families are to be conducted in a courteous, informative, and professional manner.
2. Facilitate a working relationship with families and encourage their participation in classroom activities, study trips, and special events.
3. In conjunction with the Teacher, communicate regular opportunities for families to give input into their child's development by sending home Monthly At-home projects and the Teddy Bear Journal activity.

Data Management: Collection and Data Entry

1. Adhere to policies and procedure for specific data management in all job responsibilities to perform accurate and timely input/retrieval/monitoring of specific data management systems, including, but not limited to: LCHS email system, Google Drive/Google Docs, Child Plus/HS program management software, etc.
2. Complete specific, assigned data entry duties as needed for tracking purposes per the established timeline. Enter necessary information into the data system for PIR at enrollment and end of enrollment and on an on-going basis as services occur.
3. Maintain accurate records as required and meet established time tables for record keeping and reports.

Record Keeping

1. Observe the children and write Key Experiences on children assigned on a weekly basis.
2. Assist Teacher to prepare lesson plans that contain documentation of PA Early Learning Standards (ELS), PATHS, LCHS School Readiness Goals, parent-initiated, child-initiated activities and evidence of scaffolding.
3. Assist in preparing and complete all classroom attendance reports as necessary under the guidance of the Teacher.

Health and Safety

1. All children are to be under the direct supervision of a qualified HS staff at all times; staff are required to follow the Discipline Policy, Positive Guidance Procedure, and policy on Active Supervision.
2. In conjunction with the Teacher, toilet train children as needed.
3. In conjunction with the Teacher, integrate into curriculum/lesson plans tooth brushing activities, handwashing, fire safety, burn prevention, nutrition and other health topics.
4. Complete neat and accurate accident/incident report if sole witness or Teacher is absent.
5. Administer basic first aid and necessary medication/treatment as needed to all children.
6. Perform head checks if indicated and upon return of child after treatment for head lice.

Transportation

1. Assure departure is well organized and pleasant; children are buckled, counted and safely on the school buses at the end of the day and for study trips.
2. When needed, or if required as a condition of employment, ride the bus with the children arriving or departing the center. If riding the bus at the end of the day, should be the last person on the bus and conduct a walk through to ensure all children vacated the bus.

Nutrition

1. Assist with meal service preparation, i.e. making toast, setting the table with children, checking and recording food temperatures.
2. Support children in family style serving and ensure proper portion sizes are being met according to CACFP guidelines.
3. In the absence of the teacher, document meal counts at the point of service. Document meal changes on the menu and notify center manager when changes occur.
4. Sit and eat with children and encourage "table talk" to provide children with a positive social experience to develop appropriate social habits. Encourage and model children's self-help skills and independence with meals: pouring milk, using knives to cut food, throwing away trash, and setting tables.

Classroom Environment

1. Ensure parents, visitors, and staff are greeted by name when arriving in the classroom.
2. Assisting the Teacher in maintaining an uncluttered and clean environment free from safety hazards.
3. Assist the Teacher in planning and implementing developmentally appropriate learning experiences in language, literacy, social and emotional development, math, science, social studies, creative arts, and physical development that are focused toward achieving progress outlined in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*.
4. Assist in rotating materials monthly as children progress in their development and are appropriately disinfected.
5. Inclusion of diversity is a part of learning activities, in addition to diversity in materials.

Adult-Child Interaction

1. Greet children warmly by name, in their home language if possible, at the beginning of the day.
2. Consistently demonstrate respect, positive communication, and supportive relationships with children at all times.
3. Respect each child's uniqueness and the right to his/her personal growth and well-being.
4. Provide individualized teaching with children in small/ large groups, and during work time.
5. Ensure staff-child interaction provide opportunities for children to talk, and express their own ideas through open-ended questioning.

Statement of Understanding and Agreement:

I (Print Name) _____, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is "At Will".

I agree to follow and comply with this job description and all LCHS policies and procedures.
I acknowledge that I have received a copy of this job description.

Signature: _____

Date: _____