

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Classroom Assistant
SALARY LEVEL: B

LAST UPDATE: 2013
REPORTS TO: Family Educator III

MISSION STATEMENT: The Classroom Assistant will assist the Family Educators in providing a warm and nurturing environment in which the children can grow and in addition will assist in providing individualized Head Start experiences for children.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Work on developmentally appropriate tasks in specific areas of need with designated children during small group time.
3. Provide appropriate role model for behavior, speech, eating, etc.
4. Attend post-class evaluations and provide information to Family Educator about the child's activities/progress for that day.
5. Manage behavior through acceptable methods. If there are questions ask the Family Educators or Mental Health Professional.
6. Attend trainings as requested by supervisor and provided by program.
7. Complete paper work as assigned by supervisor.
8. Work with entire class as assigned by supervisor.
9. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Maintain confidentiality of information regarding children's records and information relating to the center
- Demonstrate sensitivity to children
- Perform other duties as assigned

QUALIFICATIONS ESSENTIAL:

- High School Diploma or GED
- Six months experience working with young children
- Eighteen years of age or older
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Conversational Spanish

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place