

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

JOB TITLE: Early Head Start Assistant
SALARY LEVEL: G

DRAFTED: 2013
REPORTS TO: Center Supervisor

MISSION STATEMENT:

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Supervise Early Head Start (EHS) Family Educators at assigned center(s).
3. Review and follow up with EHS Family Educators caseload reviews.
4. Review and monitor files/required documentation.
5. Implement Reflective Supervision with Early Head Start Family Educators at assigned center(s).
6. Monitor ongoing child progress/outcomes (COR).
7. Maintain a wait list of at least half of funded enrollment at assigned center(s).
8. Responsible to maintain full enrollment, with a 72-hours turn around to fill vacancies, in assigned center(s).
9. Assist in community relationship activities as assigned.
10. Assist center supervisor to develop playgroup/socialization times, calendars and materials such as flyers and handbooks.
11. Train and mentor Family Educators before, during and after PALS, including completing documentation, planning parent/child experiences, facilitating all aspects of playgroups/socializations, setting up the environment, and reviewing the playgroup/socialization.
12. Establish a welcoming environment and facilitate parent/child interactions, parent/parent interactions during playgroups/socializations.
13. Monitor maintenance and storage of toys and supplies, assess condition of materials and prepare orders for replacement as needed.
14. Serve as a temporary substitute for home visits when needed. Follow the home visit protocol that is in the work plan.
15. Participate in annual performance appraisals, including individualized continuing education plan and CPR & First Aid certification.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Associate degree in Early Childhood Education, Infant/Toddler, Social Work, Human Services or closely related field
- Experience working with ages 0-3
- Minimum two years supervisory experience
- Ability to perform essential duties with efficiency and accuracy
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

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

Employee Signature

Date

Witness Signature

Date

Drug Free Work Place