

C.A.C.S. INC. HEAD START & EARLY CHILDHOOD PROGRAMS

JOB DESCRIPTION

Division: Head Start and Early Head Start
Job Title: Classroom Assistant
FLSA: Non-Exempt

Job Summary:

Encourage children's development in a play-based and trauma-informed learning environment. Provide respectful, playful, and age-appropriate interactions with children. Assists the teacher and teacher assistant in meeting the social emotional needs of the children and implementing developmentally appropriate experiences. Provide support to teaching team, families, and bus driver during arrival, transitions, and departure of children. Contributes professional and reflective communication with co-workers and other departments within the agency. Participate in all health and safety activities.

I. Job Requirements:

- a. Education and/or certification:
 - High school diploma, GED or the equivalent with college coursework in Child development leading to a CDA preferred.
 - Preferred work experience in a childcare setting or related setting.
- b. Must undergo and satisfactorily pass at the time of hire and periodically thereafter-pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures:
 - Federal Criminal History search with fingerprints.
 - Physical examination, Tuberculosis (TB) test and drug screen
- c. Must possess the ability to:
 - Engage in effective communication and develop safe relationships with staff members, children, and families.
 - Work on multiple tasks and be able to organize and prioritize tasks efficiently.
 - Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

II. Professional Expectations:

- a. Maintain professional confidentiality.
- b. Attend all required meetings, conferences, trainings, etc.
- c. Actively and consistently participates in team, parent, and other meetings.
- d. Adapt to a variety of situations.
- e. Assist with parent engagement efforts and activities and encourage family participation in the program.
- f. Personal appearance is neat and appropriate.
- g. Participate in Self-Assessment and Peer Review process.
- h. Develop and maintain a professional development plan
- i. Maintain personal attendance and work schedules are determined by the supervisor based on the needs of the program.
- j. Accept responsibility for own words and actions.
- k. Respect team, program, families and community members.
- l. Work openly and cooperatively in a team effort approach.
- m. Accept responsibility for team performance
 - Contributes ideas and efforts towards common goals
 - Helps build and maintain positive attitudes, trust and team spirit.

III. Policy requirements:

- a. Follow all Head Start Program Performance Standards and all other federal, state, and local regulations.
- b. Follow Michigan Child Care Licensing Regulations and all other state regulations.
- c. Adhere to CACS Personnel Policies and Procedures
- d. Adhere to CACS Program Manual and Mission Statement.
- e. Follow universal precautions.
- f. Accept responsibility for generating, documenting, and submitting required paperwork, and timesheets on time to meet program requirements.

Essential Functions (not exhaustive and may be supplanted)

IV. Communication and interpersonal relationship skills expected:

- a. Communicate clearly and accurately when writing and speaking.
- b. Communicate regularly with supervisor regarding any changes in work schedule, supply and equipment needs or any issues or concerns.
- c. Follow administrative and supervisory directives, verbal or written.

V. Job Duties:

- a. Assists the teacher in planning and carrying out individualized instruction, for example: guiding physical activities indoor and outdoor; working on self-help skills such as eating and putting on coats; reinforcing learned skills and behaviors with verbal and emotional support; reading and listening to stories; and encouraging relationships with other children as per teacher's direction. Interacts with children in an effective and positive manner using positive discipline and/or redirection when necessary.
- b. Assists the teacher and teacher assistant in assessing children's development, for example: taking anecdotal records.
- c. Prepare and participate in mealtime as directed by the nutrition coordinator.
- d. Will assist as needed for classroom teacher, teacher assistant, or program assistant in his or her absence.
- e. Attends and participates in scheduled in-service trainings
- f. Assists in maintaining the classroom in a clean, orderly and safe fashion, as per the teacher's direction.
- g. Active supervision -Physically interact with children at all time, in an appropriate and safe manner. –
- h. May provide childcare for parent activities and/or meetings
- i. Assists bus driver in the boarding and exiting procedures, monthly bus evacuation drills, release procedures, and monitoring children's behavior while on the bus.
- j. Documentation- in writing contacts/incidents involving children, families, and staff
- k. Assist with other duties as defined and/or requested by an Administrator or Supervisor when additional work is necessary to fulfill the obligations of the program.
- l. Developmentally appropriate & trauma informed engagement with children
- m. Adherence to all mandated reporter requirement
- n. Be adaptable to working with different teams and in different areas, in four counties.

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