



Pocatello/Chubbuck School District #25

**HEAD START**

Job Description

POSITION TITLE: **Full Day Classroom Assistant**

POSITION DESCRIPTION: The Classroom Assistant assists the Teacher and Teaching Assistant with implementing all activities related to the classroom and program

SALARY RANGE: Starting Rate : Head Start Classified Salary Schedule Level 2

SCHEDULE: August – May/June  
  
Monday – Friday  
Hours: 6.5 hours per day, 32.5 hours per week, hours per year  
Additional paid hours for training, parent events, etc. Some evening hours

SUPERVISOR:

- Education Specialist
- Education Manager for Education Program
- Director for Conduct & Personnel Matters

MINIMUM REQUIREMENTS: **GED or High School Diploma**

Demonstrates basic competence in reading, writing, speaking, & listening  
Possess basic computer skills: e-mail, data entry, word processing

DESIRED QUALIFICATIONS:

- Job experience in Head Start or other Early Childhood setting
- Bilingual

JOB REQUIREMENTS:

- Documentation of hours on program time card
- Participation in Program Annual Self-Assessment
- Participation in annual Performance Review
- Professional Development – Minimum of 15 hours of related training (program/personal)
- Submission of Training Documentation
- Become familiar with Head Start Performance Standards
- Become familiar with and follow Head Start and School District 25 Policies and Procedures.

HEALTH REQUIREMENTS: An initial physical exam is required, unless employee can provide documentation of exam completed within prior 12 months.

#### OTHER REQUIREMENTS:

- Birth Certificate
- Social Security Card
- Driver's License, Passport, or State Issued Identification Card
- Declaration of charges/convictions to violent felonies, child abuse/neglect or children sexual abuse
- Cleared background check/fingerprints
- Child CPR/First Aid

#### Attitudes and Skills with class:

- Assists the teacher in implementing Active Supervision and other Safety Protocol and requirements
- Assists the teacher in implementing developmentally appropriate activities
- Assists the teacher in collecting data for assessment; teacher enters data
- Assists teacher in implementing a consistent routine, expectations, and procedures for children
- Assists teacher in implementing and supporting children with pro-active and positive behavior management strategies; works with Teaching Assistant to work with class when Teacher needs to manage challenging behavior
- Assists, along with Teacher and Teaching Assistant, to support children in taking proper care and use of equipment and materials
- Works with Teaching Assistant to monitor and engage with children while Teacher works with children individually or in small groups
- Steps in as teaching assistant for short-term absences (includes stipend).
- Assists teacher with following protocol for receiving and releasing children from/to parents or busses
- Assists with children who are injured or ill
- Assists in toileting/diapering; including documentation
- Assists with meal time; including guiding children to set up and clean up, eating with children, and retrieving and returning food carts
- May be called upon to substitute in another class in order to maintain program/classroom ratios
- Other duties, as assigned by the teacher
- FULL DAY ASSISTANTS: Assist with laundry and cots for rest time.

#### Attitudes and Skills with Children:

- Is familiar with and follows guidance for interactions with children as per the CLASS Assessment Tool
- Engages with children in a respectful and caring manner
- Supports children in learning and following classroom rules/expectations/procedures and uses pro-active and positive behavior strategies
- Actively participates with children at all times (including outside time, meals, and toothbrushing)

#### Attitudes and Skills with Parents:

- Engages with parents in a respectful and friendly manner
- Models appropriate child development skills

#### Attitudes and Skills with Co-Workers:

- Approaches co-workers with positive intent, empathy and support.
- Engages with co-workers in a respectful and professional manner.
- Values each person's skills, contributions, and job roles; understands own role in relationship to the roles of others.
- Approaches conflicts/problems with a problem-solving mindset and manages as they arise with the appropriate individual(s) involved before seeking support from supervisor.
- Respects privacy and confidentiality of co-workers and refrains from spreading gossip and support co-workers in doing so also.

#### General Work Habits & Responsibilities:

- Arrives on time and is reliable in attendance; works full paid hours.
- Follow program procedures for absence notification.
- Signs agreement to and follows Code of Ethics Statement (including confidentiality).
- Exhibits a positive attitude and uses positive communication skills.
- Completes required paperwork accurately and according to due dates established by the program.
- Responds promptly to requests and memos (e-mail, notices) from supervisor and managers.
- Uses technology as required by the program.
- Responds to supervision with a positive, learning attitude.
- Accepts and respects the diversity of others including children, families, staff and volunteers.

#### Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, monitor, and observe child situations, and perform essential functions of the position;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment, to operate a motor vehicle and meet with clients, co-workers at various locations and perform the essential functions of the position;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in various office/school locations with computer equipment, perform the essential functions of the position;
- Job tasks may require, with or without reasonable accommodation, climbing, stooping, bending /sitting upon child size furniture, kneeling, crouching, reaching, standing, walking, lifting up to 40 pounds, fine motor finger movements, grasping, and repetitive motions.