

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Assists with performing daily health and safety checks for classrooms and playgrounds and reporting and correcting any identified problems.
- Assists with providing opportunities for all children to develop positive self-esteem, as well as fine and gross motor, self-help, language, social and cognitive skills.
- Assists with the daily activities of all staff and volunteers assigned to the Head Start facility.
- Assists with coordinating field trips and serves as a bus monitor when necessary.
- Adheres to the daily schedule for the Head Start Center which reflects early childhood development training and techniques and effectively meets the needs of the children.
- Interacts with parents and other family members to promote optimum participation.
- Assists with the submission of all required reports and related data to their Lead Teacher and/or Area Coordinator.
- Assists staff and performs various janitorial duties as needed to ensure the cleanliness of the center.
- Assists with the documentation of parent participation as volunteers in the program.
- Assists with the accurate and timely completion of family's and children's classroom records and required documentation including agreement and permission forms, home visit reports and verifications, health records, parent/teacher conference reports, parent contacts, IEP's (when required), CACFP forms, etc.
- Attends all assigned meetings/training as required.
- Promote literacy within the children and families we serve.
- Capacity and empathy to work with a diverse population low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children, and families.
- Performs related duties as required.
- Ensures all kitchen paperwork and record keeping is completed accurately and in a timely manner.
- Properly store products, stocking them in appropriate location and keep inventory of items purchased.
- Ensure proper documentation of food, freezer, and refrigerator temperatures.
- Preparing meals and snacks in accordance with menus, adjusting meals and snacks to accommodate any and all allergies noted.
- Ensures cleanliness and sanitization of kitchen area/cooking surfaces, etc. in accordance with Health Department Regulations.
- Ensure all bus passengers are restrained with appropriate safety systems.
- Ensure children are released only to persons listed on the Highland Rim Head Start Emergency Card.
- Assists with evaluating the educational components and curricula of the Head Start Program and communicates the needs of the children to their assigned Lead Teacher.
- Assists and supports cultural diversity and children's individual strengths.
- Assists with preparing and implementing lesson plans for their classroom and discusses any changes and/or recommendations with their Lead Teacher.
- Assists Lead Teachers with conducting home visits and Parent/Teacher Conferences as needed.
- Maintains all program related files and supporting documentation in an organized and accessible manner.

Qualifications/Requirements:

- High School Diploma.
- Some experience assisting with the activities of teaching staff and volunteers in a pre-school education program.
- Good hygiene, organizational, interpersonal and decision making skills.
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- The incumbent is subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screening.
- Prefer bilingual (English/Spanish).

Knowledge or Skills:

- Ability to follow instructions of Lead Teacher/Supervisor.
- Ability to interact in an effective and appropriate manner with family members, co-workers, program staff, and the public.
- Ability to effectively supervise and monitor the activities of children during indoor and outdoor activities and remain cognizant of their whereabouts at all times.
- Ability to make appropriate and timely decisions in response to programmatic changes and emergency situations.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position could require travel to all centers.

Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation
06/18/2015

Signature _____

Date _____

Initials _____