

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 teaching 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 teaching 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.

Qualifications/Requirements:

- High School Diploma or GED.
- Some experience assisting with the activities of teaching staff and volunteers in a pre-school education program.
- Good 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.
- 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.

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 _____