



Job Description

Job Title: Education Assistant

(Grade 1)

Department: Head Start

Supervisor's Title: Center Manager

1. General Purpose of the Job: Provides education and developmental training and support under daily direction of the Teacher and Center Supervisor to preschool-aged children in a classroom setting.
2. Minimum Level of Education/Experience Required: High School Diploma or equivalent and Child Development Associate Certificate (CDA), or must be able to obtain Child Development Associate Certificate within one and ½ years of hire. Previous experience working with preschool-age children. Requires familiarity with common microcomputer applications.
3. License or Certificate Required: None.
4. Primary Duties and Responsibilities:
 - A. Provide for the educational and developmental needs of the individual child, and the classroom as a whole, according to mandated performance standards and established service plans and curriculum. This includes using positive, developmentally appropriate interactions with children at all times.
 - B. Assist the Teacher with the daily preparation and implementation of the daily lesson plans based on developmentally appropriate practices and meeting individual children's needs.
 - C. Supervise activities of children in an environment which is safe, healthy, enriching and conducive to the maximum social and cognitive development of each child.
 - D. Assist teacher in scheduling and planning for the most effective use of volunteers. Help supervise the activities of volunteers according to lesson plans.
 - E. Maintain appropriate, accurate, confidential records on each child focusing on development and individual goals using assessment, parent and staff input.
 - F. Assist teacher as needed in arranging and conducting parent/guardian home visits and conferences.
 - G. Advise teacher of the need for classroom equipment and supplies.
 - H. Maintain clean and sanitary classroom, office, kitchen, and storage area environments - may include washing dishes, laundry, sweeping, etc.
 - I. Participate in pre-service, in-service/staff meetings, other training as required.
 - J. Maintain classroom attendance and follow-up on absences as required.
 - K. Assist with the enrollment process to fill vacancies in a timely manner.
 - L. Communicate effectively with parents on an ongoing basis.

- M. Assist in carrying out all necessary food service activities, including meal preparation and serving, dishes, kitchen area cleaning, organization and ordering of supplies.
- N. Assist in family meetings, parent/child interactions and parent education activities as needed.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds			X	
Up to 50 Pounds			X	
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above: The classroom environment requires staff to be active and engaged with children, which includes standing, moving about, sitting on the floor, crouching to talk to children at their eye level, etc. Lifting infants, toddlers, and preschool children can result in lifting and/or carrying a child weighing as much as 60 pounds.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Personal Computer		X		
Small kitchen appliances		X		
Motor Vehicle Operation		X		

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Risk of electrical shock	X			
Vibration	X			
Work/job related travel	X			

B. Amount of noise typical for the work environment for this job: Moderate to loud noise typical to a preschool classroom environment.

C. Specific job duties affected by the environmental conditions described above: Cleaning duties necessitates using some supplies with potentially caustic materials. Playground supervision requires staff to be outdoors when weather reasonably permits.

8. Protective Clothing/Equipment Required: None.

9. Supervisory Responsibilities: None

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 8/22/2016 By: MAH