



## Education Assistant Job Description

**Department:** Head Start

Pay Grade: 2

**Supervisor's Title:** Center Manager

**General Purpose of the Job:** Provides education and developmental training and support under daily direction of the Teacher and Center Manager to children ages 0-5 in a classroom setting.

**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 children ages 0-5.

**License or Certificate Required:** In addition to the above requirements, must have a valid Iowa or Illinois Driver's license.

**Supervisory Responsibility:** None.

**Eligible for Telecommuting:** No.

**Schedule:** Set Schedule.

### **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.

<b>Physical Demands</b>	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
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			
Lift up to 10 Pounds				X
Lift up to 25 Pounds			X	
Lift up to 50 Pounds			X	
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment		X		
Use computer		X		
Use small kitchen appliances		X		
Motor vehicle operation		X		
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals		X		
Work in outdoor weather conditions		X		
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel	X			
<b>Noise:</b> Moderate to loud noise typical to a preschool classroom environment.				
<b>Protective Clothing/Equipment Required:</b> 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: 6/25/21 By: JB