



## Head Start Trainer Job Description

**Department:** Head Start/Early Head Start

Pay Grade: 5

**Supervisor's Title:** Administrative Services Manager

**General Purpose of the Job:** Responsible for training Early Head Start and Head Start staff and completing CLASS and other observations

**Minimum Level of Education/Experience Required:** Bachelor's degree in Education, Human Services, or a related field.

**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:** Yes.

**Schedule:** Flexible Schedule.

### **Primary Duties and Responsibilities:**

- A. Promote a positive early childhood experience for all children, families, and employees by maximizing program quality.
- B. Assist with training at pre-service, in-service, new staff orientation including follow up, and other trainings as directed.
- C. Complete CLASS observations to gauge quality of teacher-child interactions in the classroom as needed.
- D. Provide targeted training to staff, based on observations, for the purpose of improving program quality.
- E. Provide informal individual coaching to staff.
- F. Advise CDA candidates through the CDA process.
- G. Provide training on CPI, Frog Street, GOLD assessments, and other topics as needed.
- H. Participate in certification trainings.

<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: 4/29/21 By: JB