



JOB DESCRIPTION

Title: Assistant Teacher
Reports To: Center Supervisor

FLSA Status: Non-Exempt

Mission Statement:

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

Job Summary:

This position serves as an Assistant Teacher for a Head Start center. The Assistant Teacher will work collaboratively with the Teacher to ensure the successful operation of a classroom of children. The Assistant Teacher also works with a team of other classroom Assistant Teachers, Teachers and family members to implement curriculum to achieve outcomes for children of all abilities. The Assistant Teacher will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all Black Belt Community Foundation employees. The Assistant Teacher will demonstrate competency to perform functions that include:

Child Growth & Development: Uses knowledge of the principles of child growth and development to work with children and communicate with internal and external stakeholders.

- Maintains a child-centered curriculum and learning environment that encourages positive social interaction, active engagement in learning, and self-motivation to promote development in all domains for children of all abilities.
- Addresses challenging behaviors by observing to determine possible causes of the behavior, implementing preventive measures, teaching the child new social and communication skills and partnering with families to support the child at home.
- Uses observations of children and anecdotal notes to document children's progress and individualize curriculum.

The assistant teacher's role encompasses effective practices in the following (as outlined in our Assistant Teacher Success Rubric):

1. CLASS™ teacher-child interactions
2. Learning environment
3. Curriculum
4. Child assessment
5. Meeting all children's needs
6. Working with families
7. Professional growth and collaboration

General Professional Competencies:

- Planning & Evaluation
- Professional Development



- Communication
- Technology

Responsibilities:

The Assistant Teacher responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

- Communication and Service Coordination
- Record Keeping and Reporting
- On-going Monitoring/Self-assessment
- Planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem solving abilities.
- Establishing and maintaining a safe, healthy learning environment.
- Supporting the social and emotional development of children.
- Encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.

Child assessment:

- Collect documentation of children through ongoing observation, embedded and direct assessment activities.
- Complete quarterly assessment checkpoints, reliably, for each child.
- Analyze child assessment data and use it to plan and individualize.

Curriculum:

- Implement Acelero Learning's chosen curriculum with fidelity, being aware of the big ideas while also following all assigned guidance and resources.
- Prepare or modify weekly lesson plans and prepare to implement small-group activities, read-alouds, circle time, and other curriculum components.
- Provide children with a consistent classroom routine and facilitate all parts of the routine to support child learning.
- Interact with children intentionally throughout the day to provide differentiated support.

Requirements:

- CDA credential or enrolled to complete within one year of hire OR a degree in Early Childhood Education or related field with at least nine (9) credits in Early Childhood Education or enrolled to complete degree (with related credits) within one year of hire.
- Prior experience with children ages 0-5 years.
- Able to lift a child weighing 40 pounds, 20 times a day if needed.
- Basic computer literacy in email usage, word processing and internet navigation.
- Pass physical examination and all Head Start/licensing required background checks. Maintain current Physical/TB screen requirements.

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.