



JOB ANNOUNCEMENT

Title: HeadStart Assistant Teacher
Reports To: Center Manager

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:

The Head Start Assistant Teacher supports the Head Start Teacher in implementing a high-quality, comprehensive early childhood education program. This role involves assisting in the planning and execution of classroom activities, ensuring a safe and engaging learning environment, and fostering positive relationships with children and their families. The Assistant Teacher works collaboratively to promote the cognitive, social, emotional, and physical development of children in compliance with Head Start Performance Standards.

Key Responsibilities:

· Classroom Support:

- Assist in the implementation of age-appropriate lesson plans and activities.
- Support the Head Start Teacher in creating and maintaining a safe, inclusive, and engaging classroom environment.
- Help prepare and organize instructional materials and resources.

Lesson Planning:

- Collaborate with the Head Start Teacher to develop and plan weekly lesson plans.
- Contribute ideas for activities that support the curriculum and meet the developmental needs of children.
- Ensure lesson plans are aligned with Head Start Performance Standards and curriculum requirements.

Child Interaction:

- Engage with children during activities, providing guidance and support.
- Monitor and support children's development, behavior, and learning progress.
- Assist with the supervision of children during classroom activities, meals, and outdoor play.



Family-Style Dining:

- Facilitate family-style dining experiences, encouraging children to serve themselves and interact positively during meals.
- Promote healthy eating habits and table manners.
- Engage in conversations with children during meals to enhance social and language development.

Family Engagement:

- Build positive, supportive relationships with families.
- Assist in conducting home visits and parent-teacher conferences as needed.
- Communicate regularly with parents about their child's progress and development.

Administrative Support:

- Maintain accurate and up-to-date records of children's attendance, activities, and developmental progress.
- Assist in the preparation and completion of required documentation and reports.
- Support the Head Start Teacher in complying with all Head Start Performance Standards and regulations.

Professional Development:

- Participate in ongoing professional development and training opportunities.
- Collaborate with colleagues and contribute to team meetings and planning sessions.
- Stay informed about best practices in early childhood education and Head Start requirements.

Qualifications:

Education:

- High school diploma or GED required.
- CDA (Child Development Associate) credential or willingness to obtain one within a specified timeframe preferred.
- Associate's degree in early childhood education or a related field preferred.

Experience:



- Experience working with young children in an early childhood education setting preferred.
- Experience with Head Start or similar programs is a plus.

Skills and Abilities:

- Understanding of child development and early childhood education principles.
- Strong communication and interpersonal skills.
- Ability to work collaboratively as part of a team.
- Organizational and time management skills.
- Basic proficiency in using technology for educational and administrative purposes.
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Physical Requirements:

- Ability to lift up to 40 pounds.
- Frequent sitting, standing, walking, bending, and kneeling.
- Ability to engage in activities that require physical movement and interaction with children.

Benefits: 401K with 3% employer contribution that may be increased up to 5%, generous health benefits, vacation & sick leave, all federal holidays recognized

Location: Main office is in Selma, Alabama. There are six Head Start centers located in Dallas, Choctaw, Marengo, and Wilcox counties of Alabama.

To apply: Submit cover letter, resume and recent references to HR@blackbeltfound.org

Deadline to apply: open until filled

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www.blackbeltfound.org

