



Black Belt Community Foundation

Assistant Teacher Job Announcement

Title: Assistant Teacher

Reports To: Center Manager

FLSA Status: Non-Exempt

Mission: To forge a collective stream of giving from the community and other sources so the people of the Black Belt can enhance their efforts to lift themselves by taking what they have to make what they need.

Job Summary: The Assistant Teacher plays a vital role in supporting the Teacher in the planning, implementation, and management of a Head Start classroom. This position is responsible for helping to create a safe, nurturing, and inclusive environment where children can thrive. The Assistant Teacher will collaborate with the Teacher, other Assistant Teachers, and family members to deliver high-quality early childhood education that meets Head Start Performance Standards.

Essential Functions:

- **Curriculum Support:** Assist the Teacher with lesson plan implementation, daily activities, child assessments, and incorporating culturally relevant, age-appropriate materials.
- **Classroom Management:** Help maintain a safe, organized, and engaging learning environment, support routines, encourage positive behavior, and provide individualized support to children.
- **Family Engagement:** Support communication with families, participate in conferences, and assist with family events.
- **Professional Development & Teamwork:** Attend required training, collaborate with staff, and contribute to a positive, team-oriented culture.
- **Compliance & Documentation:** Maintain accurate records and support compliance with Head Start and regulatory standards.

Qualifications:

- **Education:** CDA required (or obtained within set timeframe); Associate's in Early Childhood Education preferred.
- **Experience:** Prior work with young children preferred; Head Start experience a plus.
- **Skills:** Knowledge of child development, strong communication, teamwork, and commitment to BBCF mission/values.
- **Physical:** Ability to lift up to 50 lbs. and actively engage with children.

How to Apply: Submit cover letter and resume to HR@blackbeltfound.org or complete an application online.