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| **Job Title:** | **Assistant Teacher** |
| **Department:** | **Child & Family Development** |
| **Reports to:** | **Teacher** |
| **Level:** | **AT - ATP** |
| **Supervises:** | **N/A** |
| **FLSA Status:** | **Non-Exempt** |
| **Prepared by:** | **Site Manager** |
| **Date:** | **November 2023** |
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| **Purpose:** To promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. |
| **Position Objectives:*** Comply with and utilize the Head Start Program Performance Standards, Head Start Act, State of Michigan Child Care Center Licensing Rules, the Early Childhood Standards of Quality for Pre-Kindergarten, GSRP Implementation Manual (GSRP funded), Great Start to Quality, Program Procedure Manual Guidance, 5 Year Grant, USDA/CACFP/MDE Requirements, and NMCAA Personnel Polices.
* Act in a manner that is conducive to the welfare of children.
* Assist in ensuring facilities are conducive to the welfare of children.
* Ensure appropriate care and supervision of children at all times.
* Assist in administering day-to-day operations.
* Assist in child assessment and in the planning, implementation, and evaluation of the classroom program and child assessment.
* Assist in providing remote services when necessary, to support children and families in a home environment.
* Assist in family engagement activities.
* Be responsible for the general management of the center when the teacher is absent.
* Commitment to making progress toward program goals on an ongoing basis.
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| **Essential Functions:*****Eligibility Recruitment Selection Enrollment & Attendance*** * Team with HS Recruitment and Health Specialist to recruit eligible children.
* Assist teacher in providing orientation for each newly enrolled child as assigned.

 ***Education and Child Development**** Provide a developmentally appropriate classroom environment using the Creative Curriculum, School Readiness goals, Early Learning Framework, Classroom Assessment Scoring System (CLASS), and Preschool Quality Assessment (PQA).
* Conduct child developmental screenings within 45 days of enrollment and GOLD assessments three times a year.
* Provide clear behavioral expectations and use effective methods to prevent and redirect behavior using Conscious Discipline guidelines.
* Assist the teacher in identifying a course of support for challenging behaviors using the Classroom Support Plan.
* Support the teacher in using data and child outcomes from Teaching Strategies GOLD assessment reports. Teaching team and parent input are to be used for weekly lesson plans, IEPs, and individual and group planning.
* Observe children and enter online objective anecdotal notes based off of the GOLD developmental expectations.
* Must adhere to the NMCAA Early Childhood Guidance Policy and NMCAA Child Development Programs Code of Conduct.
* Assist teacher in preparing and distributing monthly newsletters that include center news/events, how to access current NMCAA job openings, and information on child development with a focus on family literacy. Attach a calendar that lists the family engagement opportunities.
* Assist with NMCAA substitute responsibilities.

***Health**** Assist in providing a safe and healthy classroom environment utilizing provided checklists to monitor compliance, including the Safe Environment Checklist.
* Assist in developing, sharing, and implementing emergency procedures and safety protocols.
* Assist in developing, sharing, and implementing appropriate Active Supervision practices to keep children safe during all activities, including indoor and outdoor supervision of children at all times.
* Follow plans for specific health care needs and food allergies, including administration of medication procedures.
* Maintain procedures and systems to ensure children are only released to an authorized adult.
* Submit appropriate reports concerning incident, accident, injury, illness, death, and fire occurrences.
* Ride the bus when needed to meet State of Michigan Licensing Rules for Child Care Centers and Head Start Program Performance Standard requirements.
* Follow requirements for handwashing procedures, communicable disease reporting, and the Cleaning, Sanitizing, and Disinfecting Guidance.
* Follow the Staff and Volunteer Mandated Reporting Policies.
* Partner with teacher to implement the mental health plans put into place by mental health professionals for the children and families.
* Follow USDA/CACFP/MDE and Head Start Nutrition guidelines.
* Sit with the children during snack and mealtimes, share the same menu, and engage them in conversations.

***Family and Community Engagement**** Assist teacher in planning and implementing transition activities for the child and family in preparation for the child’s next school setting.
* Develop relationships with other professional agencies and area schools.
* Attend curriculum and advisory meetings to partner with area schools as requested by supervisor.
* Partner with teacher to encourage and mentor families to participate in their child’s education.
* Assist teacher in educating families about developmentally appropriate expectations for preschool-age children.
* Assist in sharing safety and injury prevention tips and household safety checklists with families.
* Assist in providing home visits and parent teacher conferences using the Child and Family School Readiness Plan.
* Assist in building collaborative partnerships with families to establish mutual trust and identify family goals, strengths, necessary services, and other support.
* Assist teacher to develop school readiness goals and family plans. Support teacher to review progress of the goals and plans throughout the year.
* Mutually identify family needs and link to NMCAA programs, community resources, service providers, and health care systems to problem solve barriers.
* Partner with teacher to coordinate and facilitate family engagement activities.

***Services for Children with Disabilities**** Attend IEP’s as assigned by the teacher to advocate for families and children.
* Assist teacher in developing and implementing an IAP (Individualized Action Plan), as needed, to meet identified child goals and objectives based on Individualized Education Plans (IEP’s), DECA’s, and/or child assessments.
* Ensure individualizing based on IEP goals is carried out when engaging children.
* Attend local ISD MTSS/Building Block Meetings.

***Record Keeping**** Assist in the preparation, collection, aggregation and analyzation, use, and sharing of data.
* Use provided guidance and checklists, including the What’s Due When, regarding due dates and timelines.
* Complete curriculum allotment requirements as assigned by the teacher.
* Team with the teacher to provide input for the completion of the lesson plans.

***Personal and Professional**** Maintain professional and personal confidentiality.
* Utilize the payroll system to meet employment requirements.
* Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements.
* Maintain an Employee Center File, including employee health requirements.
* Participate in professional growth opportunities, including obtaining at least 24 hours of training each year, following Head Start, State of Michigan Child Care Licensing, and Great Start to Quality requirements. Maintain up-to-date records on MiRegistry.
* Write a Professional Development Plan and follow through with the goals throughout the school year.
* Complete the GOLD reliability on the Teaching Strategies’ website within one year of employment and receive a certificate of attaining reliability.
* Attend all required trainings and meetings on time, prepared and ready to participate.
* Implement new ideas using supervisory/coaching feedback.
* Report to LARA within three business days after an arraignment or conviction of one or more crimes as described in the State of Michigan Licensing Rules for Child Care Centers.
* Perform other related duties as assigned by supervisor.
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| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of services provided.
* Cooperation and feedback from families and colleagues.
* The ability to represent NMCAA professionally in service to families and the larger community.
* Performance in job duties in accordance with agency policies and procedures
* Adheres to NMCAA employee performance review expectations based off the Cornerstones, of Culture, Working Habits, Job Performance, and Personal Goals.
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| **Minimum Education:*** Head Start Assistants
	+ must have a child development associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential,
	+ are enrolled in a program that will lead to an associate or baccalaureate degree; or,
	+ are enrolled in a CDA credential program to be completed within two years of the time of hire
* GSRP Assistants
	+ must have an associate degree in early childhood education, child development, or the equivalent
	+ or possess a valid classroom CDA credential
	+ and must complete requirements within two years from the date of employment if approved by the ISD.

**Additional Qualifications Required:*** Be at least 18 years of age.
* Pass a comprehensive background check.
* Ability to meet the State of Michigan and federal health requirements (medical clearance, mental wellness, and TB examination).
* Be suitable to meet the needs of children.
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| **Minimum Experience:*** Experience working in a team environment.
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| **Essential Abilities:*** Demonstrate sensitivity and understanding when working with children and families.
* Commitment to the NMCAA Mission and Vision.
* Commitment to the Program Philosophy.
* Adhere to and promote the Cornerstones of Culture.
* Maintain confidentiality.
* Interact positively with colleagues and clients in a non-judgmental, tactful, and courteous manner.
* Work openly and cooperatively as a team member.
* Willingness to seek further training and education.
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| **Minimum Skills Required:*** Effective written and verbal communication skills.
* Basic computer skills and experience with internet access, web-based software, and e-mail. Working knowledge of office equipment.
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| **Minimum Physical Expectations:*** Physical activity that requires lifting of 50 lbs. or more.
* Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting.
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| **Minimum Environmental Expectations:*** Possible exposure to blood and bodily fluids or tissues.
* Possible exposure to communicable diseases.
* A moderate amount of driving is required.
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