



**Fort Peck Tribes Head Start
Classroom Assistant/Aide**



Title:	Head Start Classroom Assistant/Aide	Supervisor:	Head Start Director and/or Education Coordinator
Dept:	Head Start	Job Type:	Full-Time

1) Accountability Objectives:

The Head Start Classroom Assistant/Aide, under the direction of the classroom teacher/s, may assist in teaching related activities which include, but are not limited to, record keeping, material processing, set-up, student assistance, tutoring and other related tasks which allow the teachers to increase the efficiency within the instructional program.

Medical/physical: May provide assistance to specific individual students with medical/physical and/or personal needs which may include, but are not limited to, toileting, feeding, dressing, transferring/lifting and carrying students. Understands children are to be supervised at all times. Assist Classroom Teacher with observing incidents and reports to appropriate staff in the appropriate places. Under the direction of Teacher and Local Education Agreement (LEA), carries out the goals of the Individuals Family Service Plan (IFSP) and Individuals Education Plan (IEP). Assist children in developing decision making skills and foster positive social behavior. Assist in the reinforcement of established classroom rules.

2) Position Characteristics:

<u>Salary:</u>	Range: \$13.00-\$16.00. Set by Head Start in accordance with the Fort Peck Tribes.
<u>Length of Job:</u>	39 weeks or decided otherwise by the Supervisor/Head Start Director.
<u>Location:</u>	Head Start Building-Classroom- Wolf Point and/or Poplar, Montana

3) Position Relationships:

<u>Reports to:</u>	Classroom Teacher/s and/or Head Start Education Coordinator
<u>Coordinates with:</u>	Classroom Teacher/s, building staff, parents/guardians and students.
<u>Types of coordination:</u>	As directed by the Classroom Teacher/s/Education Coordinator/ Head Start Director or others with coordination responsibilities.



**Fort Peck Tribes Head Start
Classroom Assistant/Aide**



2

4) Position Qualifications:

a) Required Qualifications:

High School Diploma/GED or Associate degree in early childhood education, child development or related field; experience with young children in an early childhood setting. Must pass designated background checks and physical examination. Must obtain clearance of Tuberculosis. Must obtain First Aid and CPR certification. Ability to work with adult and diverse learners. Organizational skills, flexibility, problem solving skills, and the ability to follow directions. Ability to deal with confidentiality in a respectful and professional manner. Basic knowledge of Head Start/preschool learning and environment. Basic understanding of developmentally appropriate practices within the early childhood setting. Related work experience with young children.

b) Desired Qualifications:

Associate degree in early childhood education, child development or related field Bachelor's degree in child development, early childhood education, family or childcare services, or coursework/experience equivalent to related fields. Previous experience in Head Start as an employee, parent or volunteer; experience or training in working with children who have special needs. Ability to learn and navigate new software quickly. Current driver's license that would allow performing duties such as: home-visits, attending meetings and/or training that are scheduled either locally, state, or national. Experience with and understanding of American Indian culture and is able to demonstrate cultural sensitivity.

c) Special Requirements:

Emotional stability, sense of humor, patience, and initiative. Ability to manage and relate to children with behavioral, learning, physical and medical problems. Ability to communicate effectively. Organizational skills, flexibility, problem analysis, and the ability to follow directions. Knowledge of basic child development, Head Start Performance Standards, Early Learning Outcomes Framework, State and Local Education Agencies (LEAs), State Early Learning Guidelines, Individuals w/ Disabilities Education Act (IDEA)-Section 504, Tribal Policies and Procedures. Become knowledgeable of Child & Adult Care Food Program (CACFP) requirements regarding family style meal service and engage children with practicing these activities. Understand the proper procedures in reporting child abuse/neglect concerns. Riding a bus to transport children to and from Head Start when designated. Must be involved in a career development program including a variety of trainings, college classes and a CDA credentialing program. Must have knowledge of how to operate wireless tablets, desktop/laptop with related software, Google, Word, Excel, PowerPoint, Microsoft Teams and Zoom.

d) Environmental/Physical Requirements:

While performing the duties of this job in a classroom setting, the employee is regularly required to fulfill responsibilities in all types of environmental conditions throughout the contractual year (i.e., playground supervision, field trips, and work sites). Must be able to travel for conferences, training, and other program-related events. The employee will frequently be required to stand, walk, and occasionally run in most weather conditions. Stooping or bending may be required, including frequent lifting (up to 40 pounds or an equivalent weight) required. Occasionally, the position requires the employees to work in

2



**Fort Peck Tribes Head Start
Classroom Assistant/Aide**



difficult environmental conditions in order to respond to the direct safety and well being of students. The information contained in the environmental requirements of the position are essential functions of the position but do not represent an exhaustive list of duties; they are only suggestive of the qualifications necessary to fulfill this position. Successful candidates for positions in this classification will be required to undergo a physical examination to determine ability to perform the environmental and physical requirements. Projects and maintains an image of service and professionalism with a positive attitude and interacts easily as an integral part of the faculty and staff.

5) Position Responsibilities:

- a) Provide instructional assistance such as but not limited to: facilitating learning centers; individual and small group instruction; facilitating and modeling play; assisting students with computers; and model good nutrition practices during meal/snack times.
- b) Supervise children inside and outside the building in a variety of situations.
- c) Performs basic clerical and record-keeping duties.
- d) Assists in the preparation of materials needed for classroom instruction.
- e) Prepares the classroom for both small and large group instruction per lesson plan and Head Start requirements.
- f) Performs general classroom duties as assigned in a preschool/special situation classroom.
- g) Provides basic care to children including assistance with tooth brushing, toileting, diapering, assisting physically ill children, assisting with the detection of head lice and communicable diseases.
- h) Assists with special classroom, school and program events as requested.
- i) Assists with meal and snack purchasing, preparation, and planning.
- j) Assists with cleaning and disinfecting of classroom equipment and materials.
- k) Attends staffings, meetings, and trainings when requested.

6) Other duties as assigned:

- May be assigned other related duties as appropriate and within the scope of general responsibilities for this position. However, this job description in no way states or implies that these are the only duties that may need to be performed by the employee fulfilling this position. This job description describes the general nature and level of work, but is not intended to be an exhaustive list of all responsibilities and duties which may be required.

Confirmation:

I have read all of the above descriptions, understand it thoroughly, and accept duties as cited, confirming with my signature.

NAME

DATE

New: 08/2021
Revised: 08/26/2021 (keep track of the dates in which this is will be revised)