

## Project Now, CAA Job Description

**Job Title:** Assistant Teacher (Home Based)  
**Department:** Head Start  
**Reports To:** Program Supervisor/Education Manager  
**FLSA Status:** Non-Exempt  
**Wage Grade:** 3

**Prepared By:** Birdsall  
**Prepared Date:** June 2020  
**Approved By:** Policy Council  
**Approved Date:**

**SUMMARY:** Functions as a member of Head Start team to provide comprehensive services in accordance with all regulations and program requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

- Works with a 10-12 family caseload, observing and evaluating up to 12 children. Plans and conducts 1½ hour weekly home visits with parent and child or children in accordance with the goals of the Head Start program and Performance Standards. Involves parents in individualized planning, teaching, and in creating a safe, healthy learning environment in the home. Conducts two parent/teacher conferences per year.
- Works cooperatively with a team teacher to plan and provide weekly early childhood program at a center site. Follows proper procedures in the safe and healthy care of children, including those with special needs. Observes and evaluates each child.
- Maintains a safe, healthy learning environment. Works cooperatively with other staff and managers to conduct safety checks of site and daily health checks of children. Ensures meal service, sanitation and cleaning of site. Complies with all Risk Management procedures; conducts regular fire drills and tornado drills.
- Assists parents in developing a Family Service Plan/Family Partnership Agreement with goals to accomplish during the Head Start year. Works with families to develop a list of community services and to make all appropriate referrals, including locating a source of primary health care and other services. Provides parent training and educational experiences on home visits and in the center.
- Maintains regular communication with parents and actively encourages parent participation. Encourages parent volunteers for all program areas, meetings and other activities. Routinely attends parent activities. Provides parents with handbook, social services directory and other materials.
- Participates in supervisory meetings, center team meetings, in-services, visits, conferences, planning sessions, and staffings for children and families as needed. Assists in recruitment of children in Head Start. Works with potential candidates in gathering registration documents and processing applications.
- Maintains accurate records of center and home visit activities and submits all required reports, forms, records, and expenses on time. This includes inventories, lesson plans, meal service records, child observations and assessments, In-Kind forms, homework/activity sheets, updates to child records, referrals and follow-ups, family service plans and other documents.
- Requires the ability to travel area-wide, and to access classroom sites and family homes to provide visits with the families.
- Requires minimum age Nineteen (19) years to comply with regulations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from managers, families, staff and the general public.
- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving several concrete variables in standardized situations.
- Requires ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Requires a valid driver's license, reliable transportation, and proof of agency requirements for automobile insurance.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE:** Requires a high school diploma or GED, plus a Child Development Associate (CDA) certification and 2 years full time experience; or a high school diploma, 2 years full time experience and ability to complete CDA within 2 years. Ability to speak and write Spanish preferred.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. These physical demands are as with handling children of pre-school age. Environment will be of a normal office environment and normal pre-school environment.

**Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing needs.**