



## Position Description

<b>Title:</b>	ASSISTANT TEACHER
<b>Reports To:</b>	EARLY EDUCATION SUPERVISOR
<b>Division:</b>	CHILDREN'S SERVICES
<b>Program:</b>	HEAD START
<b>Status:</b>	NON-EXEMPT, HOURLY
<b>Hours Per Week:</b>	35 to 40

### SUMMARY OF POSITION

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The assistant teacher collaborates with families, center staff and administrators to provide services that comply with Head Start performance standards and all state licensing requirements as well as Hoosier Uplands' mission, policies, and goals. They create a safe learning environment that encourages children to build skills that are essential to kindergarten readiness and takes into account the individual needs of each student. They use data to inform decisions and develop goals for the class as a whole and each student.

### ESSENTIAL JOB RESPONSIBILITIES

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- Use active supervision to maintain a safe learning environment
- Complete safety checklist of indoor and outdoor play areas, address any problems, and submit documentation to Early Education Supervisors.
- Maintain staff to child ratios at all times
- Model good hygiene and eating habits for children.
- Follow the chosen curriculum with fidelity and assist with planning and preparation.
- Assist the teacher with individualizing curriculum taking into account each child's own developmental level.
- Engage with children in free play, as well as organized and planned activities in the classroom and on the playground.
- Utilize Conscious Discipline to promote acceptable social behavior.
- Partner with families to enrich educational experiences at home and at school, emphasizing children's unique differences.
- Empower families to advocate for their child's learning and development as they transition to new learning environments.
- Encourage families to engage in the program.
- Assist with maintaining accurate documentation and records including but not limited to assessment data, screening results, anecdotal notes and observations, and child goals.
- Participate in team meetings to support students with challenging behaviors as requested.
- Report suspected cases of child abuse or neglect.
- Assist with the recruitment of eligible children for the Head Start and Early Head Start programs.
- Participate in activities that are essential to professional growth and development and are in line with individual professional goals.
- Use the CLASS tool to ensure high-quality adult/child interactions.
- Perform additional duties as deemed necessary by the Director of Children's Services or designee.

## MINIMUM REQUIREMENTS

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- Must have a High School diploma or HSE. CDA is preferred and required within two years of hire.
- Pre-school (ages 3-5) classroom teaching experience is desired.
- Must have a valid Indiana Driver's License and proof of insurance. Must have a reliable personal vehicle available for use in business related travel.
- Must submit to a criminal history background check and drug screening.
- Must obtain a physical within 30 days of hire and update every five years.

## KNOWLEDGE, SKILLS AND ABILITIES

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- Problem solving abilities.
- Strong written and verbal communication skills.
- Intermediate computer skills.
- Good organizational skills with sensitivity to detail.
- Must be flexible and non-resistant to change.
- Ability to work as a team member collaborating with staff, parents and community resources.
- Ability to set and maintain professional boundaries with families.
- Ability to supervise pre-school children and ensure a safe environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas and on field trips. This includes physical ability to move quickly in order to respond to children who are very active.
- Ability to respond appropriately to an emergency or a crisis situation.
- Must be able to understand, interpret and implement policies and procedures.
- Daily kneeling, stooping, bending and sitting on the floor to attend to children's needs.
- Occasional lifting up to 50 lbs.
- Must be available for overnight travel, evening and weekend work as required.
- Must be supportive of the missions of Hoosier Uplands Economic Development Corporation and the Children's Services Division.

## CONCLUSION

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This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**Interested applicants should forward a resume and cover letter to:**

**Hoosier Uplands EDC  
Attn: Kim Hall, Early Education Supervisor  
710 6th Street  
Bedford, IN 47421**

**-or-**

**[khall@hoosieruplands.org](mailto:khall@hoosieruplands.org)**