

**Classified Personnel
Job Description**

- POSITION TITLE:** **Head Start Health and Safety Assistant**
- QUALIFICATIONS:** Shall have a working knowledge of computers.
Shall communicate effectively both orally and in writing.
Shall be given positive recommendations from references listed on the application.
Shall have demonstrated people skills to indicate the ability to function in a team oriented environment.
Shall exhibit knowledge of community resources.
Shall have the ability to communicate and maintain effective relationships with students, parents, staff, program director, and the public including members of ethnic communities.
Shall be familiar with ethnic background of families.
Shall have experience in early childhood education and/or special education.
Shall possess an Associate's degree or Bachelor's degree in Early Childhood.
- PHYSICAL REQUIREMENTS:** Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as related to the job description.
- RESPONSIBLE TO:** Head Start Director
- GENERAL DUTIES:** Shall have knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
Shall have knowledge of basic record keeping techniques.
Shall have knowledge of interpersonal skills using tact, patience and courtesy.
Shall have knowledge of safe practices in classroom and playground activities.
Shall have the ability to learn child guidance principles and practices.
Shall have the ability to communicate and maintain effective relationships with students, parents, staff, program director, and the public including members of ethnic communities.
Shall have the knowledge to print and write legibly.
Shall adhere to School Board of Education Policies and Procedures and Head start Performance Standards.
- SPECIFIC DUTIES:** Shall maintain confidentiality of family records and information.
Shall assist with classroom, gym and playground inspections.
Shall assist to ensure effective two-way comprehensive communication with parents.
Shall assist to establish and maintain efficient and effective record-keeping to provide accurate and timely information
Shall assist to provide parents with specific health needs of their individual child.
Shall assist in planning and supporting successful transitions for enrolled children and families into Head Start and from Head Start into Primary.
Shall assist parents in enrolling and participating in a system of on-going family health care.
Shall follow assigned monitoring task related to health and safety such as daily health and environment check list, health documents returned from the families and children's heights and weights, etc.
Shall assist with continued communication with transportation, nutrition and education regarding specific children's health care plans and contact information.
Shall assist in encouraging parents to become active partners in their children's medical and dental health care process.
Shall assist in providing parents with the opportunity to learn the principles of preventive health and dental health safety practices.
Shall assist with tracking and documenting inventory of everyday health and safety supplies.

Shall assist in providing follow-up with each family to determine kind, quality, and timelines of services received.

Shall assist in determining if each child is up-to-date on a scheduled age appropriate, preventive and primary health care.

Shall perform any other duties as assigned by the supervisor.

DAYS OF
EMPLOYMENT:

185 days (7.5 hours per day)

SALARY:

Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated: 2/24/2020