

**Classified Personnel
Job Description**

- POSITION TITLE: **Head Start Associate Teacher**
- 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 possess a minimum of 30 college hours towards an Associate's Degree and continue with six (6) hours of college work until degree is attained.
- 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.
- SPECIFIC DUTIES: Shall design and organize learning environments, experiences and instruction that addresses the developmental needs of preschool children.
Shall create appropriate learning environments that are supportive of the developmental needs of preschool children.
Shall introduce, implement, facilitate and manage developmental learning of preschool children to promote growth toward developmental needs.
Shall assess children's cognitive, emotional, social, communicative, adaptive and physical development; organize assessment information; communicate the results appropriate to the purpose of the assessment.
Shall reflect on and evaluate teaching and learning situations, learning environments, and learning programs for preschool children and their families.
Shall collaborate and consult with the following to design, implement, and support learning programs for children and staff in a team effort - volunteers, families and primary caregivers; other educational, child care, health and social services providers in an interagency and interdisciplinary team; and local, state and federal agencies.
Shall have the ability to communicate and maintain effective relationships with students, parents, staff, program director, and the public including members of the ethnic communities.
Shall engage in self-evaluation of teaching and management skills and

participate in professional development to improve performance.
Shall support and promote the self-sufficiency of families as they care for and provide safe, healthy, stimulating, and nurturing environments for young children.
Shall participate as a member of an instructional team including remediation team.
Shall prepare and organize lessons.
Shall assist in determining English proficiency of identified students.
Shall perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
Shall assure the health and safety of students by following health and safety practices and regulations.
Shall direct group activities of assigned students to include toileting, mealtimes, and playground; also assist in emergency drills, assemblies, play periods and field trips.
Shall participate in home visits/parent conferences.
Shall adhere to School Board of Education Policies and Procedures.

DATES OF
EMPLOYMENT:

185 days at 7.5 hours per day

SALARY:

Commensurate with Ashland Independent Schools Classified Salary Schedule

Updated 1/26/2004

Updated 6/15/2017