



## BECEP - Head Start Assistant Teacher

### **Purpose Statement**

The BECEP-Head Start Assistant Teacher provides high-quality classroom educational services to children ages 3 to 5. This role involves curriculum implementation, monitoring student progress, and maintaining a safe and developmentally appropriate environment. Strong collaboration, attention to detail, and initiative are essential. Respect for families as the child’s first teacher, and for fellow staff members, is critical to success in this position.

### **Supervisory Relationship**

Reports to: Head Start Coordinator

### **Essential Functions**

- Know, understand, and support the Personnel Policies and Procedures of BECEP and Bismarck Public Schools.
- Assist all children during instructional activities under the supervision of the teacher and assume the teacher’s role, as needed.
- Instruct small groups, large groups, and work one-on-one with students to improve outcomes.
- Assist in implementing activities that support the students’ goals from the GOLD assessment and Individual Education Plans.
- Help track student progress through data collection, observations, and completion of Child Profile/Outcomes and Health Observation Checklists.
- Prepare the classroom daily for activities.
- Provide students with a respectful and supportive social/emotional climate to enhance learning and self-management.
- Engage students consistently and positively according to CLASS standards.
- Support classroom organization, behavior management, and learning formats following CLASS.
- Assist in concept development, language modeling, and feedback based on CLASS guidelines.
- Partner with the teacher in supervising classroom and playground environments.
- Set up developmentally appropriate and safe learning environments that are student-centered.
- Maintain cooperative relationships with staff.
- Perform clerical duties including instructional materials, food records, volunteer hours, and attendance documentation.
- Help coordinate and attend home visits and parent-teacher conferences as needed.
- Attend at least 15 hours of professional development annually, including training for CDA or degree attainment.
- Adhere to the NAEYC Code of Ethical Conduct and Head Start Performance Standards.
- Adhere to Bismarck Public Schools’ policies and procedures.
- Maintain prompt and consistent attendance.
- Perform other duties as assigned.

### **Job Requirements: Minimum Qualifications**

#### **Skills**

- Strong organizational and communication skills
- Ability to multi-task in a fast-paced environment
- Maintain respectful and responsive relationships with students and staff

**Knowledge**

- Child development principles and early childhood best practices
- Understanding of curriculum implementation and data collection methods
- Familiarity with Head Start Performance Standards and CLASS methodology

**Abilities**

- Work effectively and collaboratively with others
- Adapt to varying classroom needs and student behaviors
- Maintain confidentiality and professionalism
- Engage positively with children and families

**Responsibility**

Work under the guidance of a teacher and program coordinator. Support student learning and well-being. Complete required documentation accurately and timely. Contribute to a positive team culture and classroom environment.

**Work Environment**

Frequent standing, walking, bending, kneeling, crouching, and sitting on the floor. Lifting up to 60 pounds occasionally. Helping children with toileting and diapering. Exposure to a variety of physical and emotional situations. Ability to see, hear, and communicate clearly.

**Experience**

Experience working with preschool-age children is preferred.

**Education**

Minimum of a CDA credential, Associate's Degree, or Bachelor's Degree in Early Childhood Education OR Willingness to enroll in and complete a credential/degree program within two years of hire.

**Certificates and Licenses**

CDA or relevant degree, or evidence of enrollment  
Criminal Justice Fingerprint/Background Clearance

**Continuing Education/Training**

Minimum 15 hours of annual professional development  
Ongoing training toward credential or degree as applicable

**Clearances**

Criminal background check and fingerprinting required prior to employment.

**FLSA Status**

Non-Exempt

**Salary Grade**

Step SI