



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

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.