Mid-Iowa Community Action, Inc. **Job Description**

**TITLE: Bilingual Head Start Assistant Teacher**

**Reports to: Lead Teacher**

**Job Summary**

Contribute to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Provide a successful, safe and supervised educational setting for children. Use bilingual conversation skills to promote the social, emotional, physical, and cognitive development of children. Encourage parent involvement in all aspects of the program. This position must perform regular duties at the assigned worksite.

**Summary of Essential Job Functions**

Contribute to and participate in an effective classroom teaching team

* Provide a supportive social-emotional climate in the classroom
* Must use PBIS and Safety First techniques with children
* Implement lesson plans to meet each child’s individual needs, interests, learning styles and individual goals that are compatible with the child’s family culture
  + Ensure that literacy and language development activities occur as planned
  + Interact with children through conversations and facilitating activities in English and other proficient language
  + Develop materials for use with children as requested
* Maintain the safety and welfare of children at all times
  + Must be able to identify and recognize children and to observe them in their daily environments in order to assure their safety at all times
  + Assist in maintaining and arrange the equipment and materials in an appropriate, safe, healthy and orderly fashion in the classroom, on the playground and on field trips
  + Must be able to assist all children in all emergency and disaster drills and situations
    - Must be able to push and control an occupied wheelchair
  + Must obtain and maintain First Aid and CPR certifications
  + Must maintain confidentiality of children and families at all times
  + This position is a Mandatory Child Abuse Reporter
* Is the person in charge in the classroom when the Lead Teacher is absent
* May interpret/translate informal messages between staff and parents (daily sheets, reminders, etc.) if skill level is determined adequate

Build and maintain positive relationships with families, program, agency and community partners, and volunteers

Compliance

* Conduct classroom observations and enter into GOLD system
* Complete and submit all required documentation accurately, in a timely manner, and according to agency standards
* Maintain the program’s CLASS minimum thresholds in all domains

Develop skills and knowledge related to the position

* Must enroll in a program leading to an associate or baccalaureate degree in Early Childhood Education or enrolled in a Child Development Associate (CDA) credential program through the Council for Professional Recognition to be completed within 2 years of hire
* Must be able to learn and adhere to extensive number of Head Start Performance Standards, Department of Human Services child care licensing regulations, QRS standards and, as appropriate, NAEYC standards
* Attend all trainings as required
* Complete and maintain certifications as required
* Participate in the mentoring process and implement steps on the Mentor Visit Plan

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language; able to speak in other proficient language
* Committed to the concept of diversity and the inherent worth of every individual
* Dedicated to continuous learning
* Strong teamwork skills. Able to collaborate in a positive and respectful way with families, agency co-workers and community partners.
* Strong commitment to achieving results
* Knowledge of early childhood development
* Must be able to maintain confidentiality
* Basic computer skills

***Physical Demands:***  *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions (Essential physical, mental and emotional demands):** *The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Generally a 40-hour week. Must be able to work assigned schedule. Very rarely is overtime required.
* Must be able to navigate stairs to access some classrooms
* Must be able to maintain a calm, composed demeanor in a highly active physical, social and emotional environment
  + Must be able to move about in indoor and outdoor environments to appropriately monitor and interact with the children
  + Must understand and appreciate the development of young children and be able to use appropriate guidance techniques at all times
* The person in this position frequently communicates with children, parents and colleagues, both one-on-one and in larger groups. Must be able to exchange accurate information in these situations.
* Occasionally drives to pick up food or run other errands for the classroom. Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance
* Occasionally lifts, carries or otherwise moves and positions objects weighing up to 40 pounds when stocking supplies or setting up equipment
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.
  + The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards.

**Education & Experience:**

1. High school diploma or GED
2. Able to read, write and speak the English language; able to speak other specified language

Preference given to candidates with the following:

1. Applicants who have a Child Development Associate (CDA) credential appropriate for the age group with which they will be working.

OR

1. Applicants enrolled in a program leading to an associate or baccalaureate degree in Early Childhood Education

AND

* Experience working with children 0-5 years of age

**Other:**

**Candidates offered the position must meet the following criteria:**

1. Minimum age requirement of 18 per NAEYC and/or DHS licensing standards
2. Successful completion of all background checks at hire and thereafter according to agency and program standards.
3. The person in this position will be required to either have a CDA or to be enrolled in a Child Development Associate (CDA) credential program through the Council for Professional Recognition to be completed within 2 years of hire.
4. Staff who work in centers that serve infants will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Early Childhood | Management? (Yes/No) | No |
| Generic title | Bilingual Assistant Teacher | FLSA status | Hourly/Non-exempt |
| Pay grade | BAND 6 | Last revised | June 2016 |
| EEO 1 Category 6 | Administrative Support Worker |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date