

JOB ANNOUNCEMENT

(Please see end of document for application information)

POSITION:	Classroom Assistant (Teacher III)
DEPARTMENT:	Early Learning And Family Services
REPORTS TO:	Site Coordinator
SALARY GRADE:	3 (\$12.56 to \$15.70 per hour*)
	*Candidate offers consider experience, qualifications and internal equity
FLSA STATUS:	Non-Exempt
SCHEDULE:	On-Call
LOCATION:	Whatcom County

JOB SUMMARY:

Works with the teacher, co-workers, and volunteers to provide learning experiences for three to five-year-old children in a Head Start Preschool. Time will be available for planning, set-up, clean up, and training. Assists with the center transportation activities as needed. Maintains working knowledge of Head Start Performance Standards, state ECEAP standards, agency policies and procedures and other applicable regulations.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Assists in planning, implementation and evaluation of individual and group center activities, field trips, parent/child activities and health care.
2. Develops lesson plans for an assigned area or individual learning experiences.
3. Assists in the preparation, set-up and cleanup of classroom/center activities as assigned.
4. Works directly with youngsters in small groups and individually.
5. Assists with maintenance of materials and equipment.
6. Assists with record keeping, routine center and parent communications and related documentation.
7. Assists the bus driver in ensuring a safe environment on ELAFS buses.

OTHER RESPONSIBILITIES:

1. Attends parent events, meetings and training sessions as required by supervisor.
2. Provides occasional internal guidance to work team regarding daily issues, which enables others to take action or make decisions.
3. Assists with food service delivery, when needed.
4. Transports materials and equipment on occasion.
5. Provides pupil transportation by driving a 22-passenger bus on field trips and provide daily transportation of children when assigned.

EDUCATION, EXPERIENCE, TRAINING REQUIREMENTS:

1. High school diploma or equivalent, and
2. A Child Development Associates (CDA), Associates in ECE, or Baccalaureate in any field with 12 college quarter credits in ECE and experience in ECE.
3. One year volunteer or work experience in early childhood education preferred.
4. Experience working with families under stress preferred.
5. ***If recruitment is for a Bilingual position:*** Must bilingually speak, write and read with fluency and proficiency between English and Spanish, Russian, Punjabi, and/or other languages.

SKILLS AND ABILITIES REQUIRED:

1. Able to work effectively with parents, volunteers, children and staff.
2. Basic language skills including ability to read and express oneself clearly verbally and in writing.

3. Competent in documentation and record keeping.
4. Demonstrated ability to relate in a supportive, non-judgmental manner to families of varying cultural, educational and socioeconomic backgrounds.
5. Knowledge of other languages and cultures preferred.
6. May occasionally be involved in projects that require new ideas or approaches; position is responsible for developing modifications to established procedures related to educational activities.
7. Able to explain and/or instruct others in routine existing policies, practices, and procedures and extract information from clients to understand their problems.
8. Basic computer skills, including familiarity with word processing, spreadsheet applications, and data base input and e-mail for communication and record keeping.
9. Able to adapt interpersonal skills in response to individual styles, personalities and cultures.

ADDITIONAL REQUIREMENTS UPON HIRING:

1. Must have initial health examination indicating you are fit for duty and free from communicable disease within 60 days of hire. Medical checkups are required every two years thereafter.
2. Must have TB test and submit test results prior to hire date.
3. Must submit to a criminal records check to ascertain that the applicant has not been convicted of a child abuse or neglect offense per Washington State Child Abuse Law (Ch. 486, Laws of 1987) or DSHS licensing requirements.
4. Must submit abstract of driving record for previous 3 years prior to start date.
5. Must have current First Aid card and Infant/Child CPR training (or obtain within 30 days), and must maintain current certificates for length of employment.
6. Must have valid Washington State driver's license or obtain by date of hire.
7. Must have and maintain Washington State Food Handler's Permit during length of employment.
8. May obtain a Class "C" commercial driver's endorsement (CDL) when the program provides training. This license must be maintained during length of employment.

WORKING CONDITIONS:

Work is generally performed in a noisy, active preschool classroom environment or crowded office environment. Regular exposure to communicable diseases and body fluids and occasional crisis situations. Regularly requires local travel to and from classroom sites, special workshops and trainings, and other job-related activities. May drive program vehicles to transport children.

JOB PURPOSE:

A teacher III provides education experiences to 3 – 5 year olds in support of school readiness along with mental, social, and emotional development support.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Plans and implements curriculum
- Contributes to the development of individualized educational plans for children
- Implements individualized educational plans for children
- Creates a culturally and developmentally appropriate classroom environment
- Maintains record keeping and performs data entry

OTHER RESPONSIBILITIES:

- Maintains minimum ongoing professional development
- May drive school bus as needed
- Other related duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

- A high school diploma or equivalent; and
- A CDA or 12 credits of early childhood education; or
- Enrolled in an early childhood education program; or

