



<b>Employee Job Description</b>
<b>Position Title: Assistant Teacher</b>
<b>Position ID #</b>
<b>Facility: Head Start Building</b>
<b>Job Family:</b> Head Start <b>Comp Grade:</b> Starting \$14.45 (depends on experience/qualifications) <b>Status:</b> FT: 40 hrs per week w/benefits

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

Provide supervision and educational support to early childhood classrooms for 3-5 year olds in the capacity of assistant teacher. Assist Lead Teacher in all aspects of the smooth running of the classroom, develop relationships with children and model positive interactions. Support Lead Teacher in development and implementation of developmentally appropriate curriculum and assist in child assessments through observations and documentation of children's learning/development with direction from Lead Teacher. Assist in set up and maintenance of the indoor and outdoor classroom environments ensuring safe, developmentally appropriate environments. Support St. Croix Head Start's culturally based Ojibwe curriculum in the classroom. Implement St. Croix Head Start Positive Child Guidance Plan. Participate in staff meetings and professional development as required and needed to meet Head Start and Wisconsin state group child care licensing laws. Bus Monitor as needed for any bus routes during day. Ability to work a flexible schedule Monday-Thursday, 10 hour shifts starting as early as 6:00 and ending as late as 5:00 p.m.; may vary based on needs of program.

**Essential Functions:**

- Assist in development and implementation of lesson plans that are consistent with curriculum scope and sequence for that particular classroom including but not limited to activities for individual, small and large groups, and interest centers, while integrating the Ojibwe culture.

- Assist in Implementation individualized education plans to meet the needs of each child.
- Assist in the establishment and maintaining of rules that will ensure the children's health and safety, using the Child Guidance Plan which incorporates positive child guidance techniques.
- Utilize culturally based curriculum and work with Classroom teachers and other staff to integrate the Ojibwe language and culture.
- Involve children in set-up and clean –up activities throughout the day, encouraging independence and self-help skills.
- Provide daily supervision and interaction with children, and be readily available as the need arises throughout the day as needed/directed by lead teacher and other staff.
- Maintain positive communication with parents and the community members to encourage involvement and participation.
- Maintain accurate records on daily attendance, daily classroom activities, lunch count, anecdotal notes, individual on-going child assessments, and child progress reports.
- Eat meals with children and encourage mealtime as a learning experience.
- Maintain confidentiality at all times, and adhere to the Head Start standards of conduct and the NAEYC Code of Ethical Conduct for Early Childhood Educators, serving as a role model for the community.
- Maintain a clean, sanitary and safe environment in and out of the classroom daily.
- Ride on Head Start bus as bus Monitor; assisting children on/off bus and buckling children using child restraints on bus.
- Other duties as directed.

**Type of Supervisory Responsibilities:** Supervising group of 3-5 year old children per State of WI Assistant Teacher requirements and Head Start Performance Standards

**Supervisory Responsibilities:** Child related only; no supervision of adults

**Directly Reporting to:** Lead Teacher in Classrooms and Head Start Director

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:**

Support the Head Start educational and comprehensive program model by assisting in classrooms as needed and performing assistant teacher responsibilities listed in Essential Functions. Maintain professionalism at all times.

**Physical Demands/Environment Factors:**

- Requires sitting, standing, stooping and actively supervising and playing with young children
- May be required to lift up to 50-60 pounds.
- Requires active supervision of children both indoors/outdoors and off the Head Start premises (such as on field trips or Pow Wows at Tribal Center)
- Ability to communicate effectively through reading, writing, and speaking
- Ability to work 9-10 hour shifts M-Th and possible 4 hour shifts on Fridays

- Requires off-site travel on bus routes as Monitor daily
- Ability to set up and maintain environments indoors and outdoors for young children
- Ability to participate actively in all child related activities and curriculum

**Minimum Qualifications**

- AA degree, Child Development Associate certificate (CDA) or in process of completing CDA or AA.
- Experience with young children in formal child care or early education program settings
  - Curriculum planning and development
  - Child observation and assessment
  - Knowledgeable of Positive Child Guidance Approaches/Techniques
- CPR and First Aid certification (must acquire within 90 days of hire)
- Must pass Criminal Background check/fingerprint scan and UA
- Must demonstrate ability to work cooperatively with teams of teachers, parents and staff.
- Requires strong interpersonal skills and ability to interact with a diverse group of individuals.

**Preferred Qualifications:**

- AA or BA degree in Early Childhood Education
- Early Childhood Education teaching experience
- Knowledge of Ojibwe culture and language

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID	Employee Printed Name	Employee Signature
Date		

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Supervisor Printed Name	Supervisor Signature
Date	

\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.