

EAST MISSOURI ACTION AGENCY, INC.
"A Community Action Agency"
403 Parkway Drive, PO Box 308
Park Hills, Missouri 63601
"An Equal Opportunity/Affirmative Action Employer"

POSITION DESCRIPTION

1. Job Title: Assistant Teacher
2. Grade Level: III
3. FLSA Status: Non-Exempt
4. Supervisor's Position: Directly Supervised: Site Manager
Indirectly Supervised: Area Coordinator
5. Supervised Positions: None
6. Position Summary: As part of the educational staff, the Assistant Teacher supports teachers in ensuring that the overall goals of the Head Start program are met. The Assistant Teacher works as a member of a team to ensure that a well-run program meets the needs of children.

7. SPECIFIC RESPONSIBILITIES

- A. Assists teachers in advancing children's physical and intellectual competence.
- B. Supports children's social and emotional development and provides positive guidance including children with disabilities.
- C. Works with other staff to maintain a safe, clean, healthy learning environment.
- D. Maintains a commitment to professionalism including confidentiality of information on children and families participating in Head Start.
- E. Ensures a well-run, purposeful program responsive to participant needs, including filling in for education staff in case of absences to ensure adequate staff/child ratio.
- F. Engages in positive relationships with families through informal interactions including recruiting families following current recruiting procedures.
- G. Recruits families following current recruiting procedures.
- H. Performs additional related duties as assigned by Site Manager or Area Coordinator.

8. TRAINING, EXPERIENCE AND SKILLS REQUIRED (QUALIFICATIONS)

- A. Minimum age 18.
- B. Posses a high school diploma or GED.

- C. At time of employment, must begin the Child Development Credential (CDA) process to ensure that certification is attained within the first (2) two years of employment.
- D. Some physical exertion: long periods of standing; reoccurring bending, crouching, stopping; moderately heavy lifting.
- E. Pass an annual physical and TB test as outlined in the EMAA Health work service plan.
- F. Attend trainings as required by federal or state government regulations and local Head Start policies.
- G. Maintains good attendance.

Employee's Signature

Date

Director's Signature

Date

Executive Director's Signature

Date