

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Education Assistant	SUPERVISOR: Education/Disability Manager or Education/Mental Health Manager
PROBATIONARY PERIOD: 1 year	SUPERVISES: None
EMPLOYMENT HOURS: Head Start 40 hours per week school year/Early Head Start 30 hours per week year round	WEEKS PER YEAR: 40 - 52
GRADE: 12	STARTING WAGE: \$12.08
POSITION SUMMARY: To assist the Education Managers in all aspects of classroom education, literacy, Child Care Licensing and other program requirements. Supporting families transitioning from Early Head Start to Head Start and Head Start to Kindergarten.	

MAJOR RESPONSIBILITIES:

Education Assistant:

1. Makes available the supplies and equipment needed to carry out the educational objectives of the classrooms by:
 - Shopping weekly for supplies, Head Start or Early Head Start classrooms as well as program and agency items as needed.
 - Pay high attention to detail on an occasional basis to:
 - Document purchases to the correct account.
 - Maintain an inventory of consumable supplies
 - Maintain individual classroom supply and food accounts
 - Ensure education storage areas are clean and organized.
2. Communication with Parents;
 - Assist with parent orientation
 - Research, gather and send home developmentally appropriate activities and information to parents in the monthly newsletters.
 - Assist teachers in submitting articles for newsletters
 - Inform families of school happenings
3. Supporting Education Focus Area;
 - Check in daily with classrooms to ensure compliance with staff to child ratio regulations,
 - Pay high attention to detail on an intermittent basis to gather and document attendance data
 - Pay high attention to detail on an intermittent basis to prepare outcomes report by entering child assessment data (LAP or E-LAP) into computer program then running report for Ed manager. Collect and display children's art work at the fair.
 - Assist in the classroom as necessary
 - Communicate information to and from Education Staff
 - Gather materials and set up for training and meetings
 - Draft letters and memos as requested
 - Other duties as assigned by supervisor
4. Assist in meeting Child Care Licensing regulations
 - Monitor and track staffing requirements and assist staff in meeting QAD licensing qualifications such as:
 - Training
 - Immunizations
 - Background checks
 - Health checks
 - First Aid/CPR

- Assist in gathering materials for licensing renewal
 - Assist in administering the state Quality Improvement Rating System (QIRS), known as STARS, program under direction of supervisor. To include:
 - STARS initial application and yearly renewal
 - Monitoring staff qualifications and training.
 - Scheduling training as needed.
 - Mini grant applications when available
5. Assist families in applying for Best Beginning Child Care Scholarships
 6. Pay high attention to detail on an intermittent basis to submit monthly Best Beginning Child Care Scholarship (BBCCS) vouchers and track payments.
 7. Track BBCCS eligibility of participating families.
 8. Must receive at least 16 hours of professional development per year.

Transition:

Early Head Start

1. Liaison between schools and parents
2. Liaison between Early Head Start and Head Start.
3. Work with all program managers to carry out transition activities
4. Review and revise transition policies as needed.
5. Inform EHS teachers when child reaches 30 months of age so they can begin the transition process.

Head Start

1. Liaison between schools and parents
2. Liaison between Head Start and public school.
3. Work with all program managers to carry out transition activities
4. Review and revise transition policies as needed.
5. Provide supportive guidance to parents during their child's transition process Head Start to public school
6. Plan, schedule, and facilitate transition training and activities for current Head Start families.

ADDITIONAL RESPONSIBILITIES:

1. Help in other areas such as classroom, kitchen, transportation, custodial, etc. as needed.
2. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. Be at least 18 years old, and have a High School Diploma or High School Equivalency.
2. Have a Child Development Associate Credential (CDA) **OR** equivalent of a CDA credential or must obtain within one year.*
3. Six months experience in the Early Childhood field.
4. Complete Adult Learning 1 and 2 when offered.*
5. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
6. Must become proficient in computer software used to track child assessments, submit BBCCS vouchers electronically, and administer STARS program, etc., within six months of hire.
7. Must have good computer skills and be willing to learn job related computer programs.
8. *NMCDL will pay training fees for staff to meet these requirements.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
 - a. Current immunizations
 - i. TB Baseline test
 - ii. MMR
 - iii. TDap
 - b. Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check, and driving check.
 - c. Possess First Aid/CPR/AED certificate or obtain at earliest opportunity
2. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate; and always display integrity, honest interaction, and professional excellence.
3. Willingness to use own vehicle as needed in the performance of job duties.
4. Pay high attention to detail on an occasional basis to ensure the safety of children at all times.
5. Ability to work independently, take initiative and problem solve using generally prescribed procedures.
6. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
7. Must be able to maintain confidentiality concerning staff and clients.
8. Must be able to work positively with preschool children.
9. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
10. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Requires significant physical effort to lift and carry between 5 and 60 pounds on an occasional basis.
2. Required to participate in all children's activities such as crawling or playing on the floor, walking, running, skipping, jumping, and climbing inside the classrooms and in the outside play area on an occasional basis.
3. Required to sit in/at furniture designed to place staff at the child's level for extended periods of time on an occasional basis.
4. Able to carry out visits in enrolled family's homes that may not be ADA compliant or accessible.

EMPLOYEE SIGNATURE: _____ **DATE:** _____