



Thrivalaska Job Description

Title: Early Head Start Associate Teacher
Status: 30 hours per week, at will, 11 Months a year, Nonexempt from overtime
Reports To: Teacher

Position Summary:

To assist the teachers in both classrooms and cooperate in a supportive role carrying out developmentally appropriate activities, to promote the health, nutrition, and education of the children and to attend to their safety and welfare.

Knowledge, Skills, and Abilities Required

EDUCATION & EXPERIENCE

1. Educational coursework in Early Childhood Education/Development typically achieved via progress towards an Associate Degree in ECE or CDA. Preferred
2. Family centered and relationship based philosophy.
3. Demonstrated classroom ability, typically 1 year, full-time pre-school classroom experience, or equivalent.
4. If driving for work related activities and or mileage reimbursement must have valid Alaska Driver's License and proof of auto insurance.

SKILLS & ABILITIES

1. Excellent communications skills, especially good listening & writing skills.
2. Working knowledge of available community resources and Head Start program components.
3. Knowledge of typical behaviors/expectations of three and four year old children typically gained through a minimum of one year of relevant experience.

CHILD AND FAMILY SERVICES

1. Assist in setting up environment (indoor/outdoor) for the activities of the day.
2. Use developmentally appropriate practices to facilitate activities with groups and individuals.
3. Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas to grow.
4. Participate in monthly staffing of children with all staff as appropriate.
5. Work with and encourage parent and community volunteers.
6. Integrate all Early Head Start components into classroom time.
7. Utilize lesson plans which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, cognitive, and self-help development of Early Head Start children.

8. Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
9. Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making, ask open-ended questions and listen respectfully to the answers.
10. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
11. Sanitize classroom equipment and laundry.
12. Assist with meal service as needed while following CACFP guidelines.
13. Monitor and manage behavior of infants and toddlers.
14. Secure infants and toddlers in age/weight appropriate restraints.
15. Communication with families and building meaningful relationships.
16. Assist in emergency evacuation.
17. Assist Teacher in maintaining accurate written records, including: assessments, screening instruments, anecdotal observations, and other required forms.
18. Other duties as assigned including childcare and social events that may require evening attendance.
19. Advocate for successful child and family development experiences.
20. Communicate with children and family members with respect and honor.
21. Whenever possible, assist children and families.
22. Support child and family development goals.

PROGRAM DESIGN & MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Assure/assist in general maintenance and security of facility.
3. Attend meetings, training's, and appropriate professional development activities.
4. Participate during program self-assessment and evaluation processes.
5. Participate during Thrivalaska community assessment activities.
6. Support, implement and participate in program goal setting process to include strategic planning.

BUDGET & FISCAL

1. Continually seek out and process in-kind opportunities to include services and supplies.
2. Follow procurement and accounting procedures.
3. Actively seek out ways to reduce program cost whenever possible.
4. Report all suspected fraud activities.

SUPERVISION & TRAINING

1. Participate in developing and accomplishing staff development goals.
2. Meet and actively pursue the minimum yearly training required for your position.
3. Support program supervisor in attainment of program goals and mission.
4. Attend FAEYC yearly conference, when possible share knowledge through hosting a workshop.

COMMUNITY PARTNERSHIPS

1. Actively seek out partnerships with community members and agencies to enhance program services and resources.
2. Enthusiastically promote Thrivalaska programs.
3. Actively and regularly recruit children and families for best placement within Thrivalaska programs.

PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council and advisory groups.
2. Provide child care, meals and transportation for Board of Director and when appropriate Policy Council and advisory group meetings.
3. Follow the chain of communication.

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals.
2. Promotes teamwork concept in relationship and strength based organization.
3. Promotes a positive work environment.
4. Project professionalism in conducting daily activities.
5. Provides outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable and able to adjust to a variety of change and situations.
7. Follows all guidelines and procedures on confidentiality.
8. Observes good housekeeping and safety practices, maintains cleanliness and orderliness.
9. Can be relied on regarding task completion and follow up.
10. Uses logical and sound judgment, applies common sense.
11. Makes timely decisions and maintains composure under trying circumstances.
12. Enhances job growth through continuing education, as required or necessary.
13. Promotes quality, accuracy, timeliness, reliability and thoroughness of work performed.
14. Is punctual and reliable.

SUPERVISION & TRAINING

1. Maintain and pursue a personal training plan in order to stay current with relevant Early Childhood practices
2. Annually review personal training plan and seek ways to reach stated goals.
3. Attend meetings, trainings, and appropriate professional development activities as assigned.

COMMUNITY PARTNERSHIPS

1. Is familiar with and adheres to the NAEYC code of ethics.
2. Presents a professional image when representing Thrivalaska.
3. Promotes the Thrivalaska mission, philosophy, and goals at all times.
4. Maintains confidentiality of information at all levels.

Physical Requirements & Working Conditions:

WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol, and tobacco free workplace.
2. Some exposure to communicable diseases.
3. Noise level in work environment may be moderate to loud.
4. Must be available for a variety of evening meeting and social events.
5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences or meetings. Some out of state and overnight travel may be required.
6. For Thrivalaska vehicle insurance requirements, a current clean driving record and valid Alaska State Drivers license is required.
7. May be required to drive a vehicle on behalf of Thrivalaska.

PHYSICAL REQUIRMENTS

1. May be required to lift up to 45 pounds.
2. Ability to sit for extended periods.
3. Mental and visual concentration required for computer usage.
4. Some walking, bending, stooping, and lifting of supplies or materials.

EQUIPMENT USED

1. Copy machine
2. Calculator
3. Telephone
4. Computer
5. Fax machine

Conditions of Employment:

Pre Hire	Post Hire
4 Positive references	
Negative TB test	
Fingerprinting & BCU background checks	CPR/First Aid Certification
Compliance with INS requirements	
Valid AK drivers license	
Clean driving record & Proof of auto insurance with coverage amounts	
Receipt of grade transcripts or diploma	
Physical health exam by physician	

Acknowledgment:

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a "living document" updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, identify performance measures and potential training tools.

 Employee Signature

 Date

 Printed Name