



## Fort Belknap Head Start & Early Head Start

<b>Position Title:</b>	<b>Co-Teacher</b>
<b>Department:</b>	<b>Education</b>
<b>Program:</b>	<b>Fort Belknap Head Start</b>
<b>Status:</b>	<b>Full Time/Permanent</b>
<b>Location:</b>	<b>Reservation Wide</b>
<b>Supervision Received:</b>	<b>Education Manager</b>
<b>Supervision Exercised:</b>	<b>Classroom Volunteers</b>
<b>Starting Wage:</b>	<b>Non-Negotiable</b>

### **JOB SUMMARY:**

Head Start Co-Teacher will assist the Lead Teacher in providing instruction and ongoing daily supervision while providing a safe and healthy learning environment for Head Start children ages 3-5. Employee will assist with and help provide and coordinate educational type services, work in partnership with the parents, and help promote the social, emotional, physical, and cognitive development of all Head Start children.

Employee will also help encourage family engagement as well as parent involvement in all aspects of the program. Co-Teacher will help Lead Teacher schedule educational home-visits and parent teacher conferences. Help develop and implement research based classroom curriculum to provide learning opportunities for individual child development, goals, provide on-going assessment on progress and facilitate transition to the elementary school setting. Co-Teacher may also provide assistance to specific individual children with special/medical/physical/and or personal needs which may include, but not limited to, toilet training, feeding, dressing, transferring/lifting and carrying a student.

### **GENERAL DESCRIPTION OF DUTIES:**

- Learn, possess, and demonstrate a strong working knowledge of the Head Start Performance Standards as well as the Fort Belknap Indian Community Policies and Procedures.
- Will help Lead Teacher develop and implement a research based curriculum that promotes the social, emotional, physical, and cognitive development of Head Start aged children 3-5 years old.
- Be able to help create daily and weekly lesson plans that address the individual needs and goals for each child enrolled with the program. Help provide a comprehensive safe and healthy learning environment for the children. Employee will also assist Lead Teacher in including parents in the planning process for classroom lesson plans, home visit preparation, group socializations, and parent activities. Will also help prepare the lesson plans and complete monthly bulletin boards.
- Employee will also be responsible for the education and health requirements of each child assigned to his/her classroom including all required screenings. Co-Teacher will help assess all children, document behavior, and evaluate all results.
- Employee will assist Lead Teacher to establish and maintain good behavior modification techniques through positive guidance, comfort, and encouragement.

- Respects the child by observing, listening, and learning from what the child has to teach through positive teacher/child interaction and structured play.
- Employee will follow a consistent schedule, which includes small and large group experiences choice time, music and movement, large and small motor skill activities, skill development, how to smoothly transition between activities, and how to set tables and eat meals family style.
- Employee will help Lead Teacher to plan and coordinate regular home visits and parent-teacher conferences with parents to collaborate and discuss educational goals for each child as well as assist parents as the primary teachers of their own children.
- Helps recruit and enroll all Head Start eligible children and families in and around the surrounding community.
- Assists Lead Teacher to help encourage good positive attendance and participation in all Head Start class sessions, home visits, and group socializations.
- Employee will help Lead Teacher to monitor all daily attendance of enrolled children. They will help with every attempt to achieve 85% average daily attendance. Employee will assist Lead Teacher to make the first initial documented contact to the parents/guardians in regard to attendance. If a child has three unexcused absences, employee will make a referral to family services staff so they can do follow-up checks in regard to the absent child.
- Assist the Lead Teacher to prepare and provide snacks that meet the minimum daily requirements according to the USDA/CACFP requirements, dependent on program option. Snacks are served family style, encouraging social interactions, learning self-help skills and good nutritional habits.
- Assists Lead Teacher in sharing information with parents about the child's success and progress, special program activities, travel schedules for itinerant providers, appropriate community resources, and related issues
- Center-base option, position provides at least two home visits annually for each child enrolled in a center-base program, lasting for a minimum of 1 and ½ hours.
- Maintains respectful, professional relationship with parents at all times, and encourages parent involvement in the classroom, home visits, group socials, activities, parent committee, and policy council.
- Establishes and maintains trusting relationships with the families by being courteous, pleasant, respecting cultural differences and religious beliefs.
- Assists the Lead Teacher in completing observations and screenings to identify each child's strengths and interests within the first 45 days of enrollment. Continues this process by following the child's development and growth throughout the year and using this information to develop materials and activities for the child.
- Facilitates learning for children by introducing and providing materials and activities of interest to the children while using developmentally appropriate tools.
- Employee will assist the Lead Teacher to maintain and update complete and accurate documentation, forms, incident reports, and all other required records in the teacher's section of the children's files.
- Employee will maintain regular consultations and meetings with their immediate supervisor as well as attend any and all trainings relevant to their job. This includes developing a professional work, goals, and training plan that includes working toward the overall goal of baccalaureate degree in early childhood education.
- Accurately reports monthly activities and contacts in the required time frame. Reports include the monthly newsletter, participation sign-in sheet, family visit plans/schedules, family file updates, menu/meal analysis, child observations, special needs service information, and group experience plans.
- Maintains the highest level of **confidentiality** at all times in regard to information and records on families and children enrolled in the Head Start program.

- Assist Lead Teacher in preparing an annual inventory. Helps develop material/supply orders and provides information to parent committee so the Program Director and Policy Council can develop appropriate budgets.
- Participate in all formal and informal training programs to improve skills and knowledge.
- Attends scheduled parent meetings and reports on Head Start activities, provides parent educational opportunities.
- Provides on-site supervision of classroom volunteers while in the classroom.
- Assist Lead Teacher to establish, explain and implement safety rules that are understood and practiced by children and adults. Such as pedestrian safety, emergency exits, dialing for help posted for shared for subs, parents and volunteers.
- Assist Lead Teacher with implementing safety measures, in-door and outdoors, in the gym, on the bus, on field trips with material and equipment.
- Provide a written incident report on unsafe conditions as well as incidents that can and will occur in the classroom, in-door and outdoors, in the gym, on the bus, on field trips, etc.
- When riding and being a monitor on the BUS during pick up and drop off of children. Make sure someone is home, at least ages 14 years or older and or a written statement before leaving a child. Make sure to check the bus each time to see if it's empty upon arrival and departure
- Do walk through of the bus in the AM and PM bus runs especially when children are delivered.
- Will read and comply with all regulations set forth the **Head Start Performance Standards, ELOF**, as well as the Fort Belknap Indian Community Policies and Procedures.
- **Regular attendance and punctuality is required of this position.**
- Possess, update, and maintain all licenses and/or certifications required for this position.

**EDUCATION AND EXPERIENCE:** Associates Degree preferred from an accredited college with a major in early childhood education and at least 6 months experience working with small children ages 3 to 5. Previous experience working with low income families is desired.

- **Minimum Qualifications:**
- High-school diploma or Hi-Set Degree
- Must be at least eighteen years of age.
- At least 6 months experience working with children ages three to five years of age.
- Demonstrated leadership skills.
- Current Preschool Child Development Associate Credential. A.A.A or or B.A. in Early Childhood Education preferred. If employee does not meet minimum requirements, must enroll in an complete CDA program within two years from being hired.
- Willingness to travel outside of the community to attend training and conferences.
- Physical exam and negative TB clearance upon hire.
- Adult, Child, and Infant CPR and First Aid Certification within 30 days of hire and bi-annually thereafter
- Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.
- Must **never** been convicted of a **Felony** or misdemeanor within (1) one year of applying for position.
- Must be able to work an 8 hour day that includes 2 fifteen minute breaks (7:45 am to 3:45 pm)
- Must maintain **CONFIDENTIALITY** at all times except when directed to do so and/or when requested by law enforcement officials.
- Comply with the Fort Belknap Community Council substance abuse prevention, drug/alcohol free, and alcohol testing policy.
- Provide three letters of reference. All references will be contacted.

### **Knowledge, Skills and Abilities:**

1. Strong interpersonal skills must work well with others.
2. Demonstrated respect for the family as the child's first teacher and demonstrated ability to represent Head Start well in the community.
3. Must be dependable, responsible, self-motivated, and independent.
4. Demonstrated respect, sensitivity, empathy, non-judgmental, ability to inspire trust.
5. Willingness to travel outside of the community to attend training and conferences.
6. Must have knowledgeable skills in the field of Early Childhood development and theories.
7. Basic knowledge on how to do case work and case management.
8. Knowledge on how to be creative and multi-tasking.
9. Knowledge of records management procedures
10. Knowledge in processing data entry programs (Childplus and TS-Gold)
11. Must possess ability to work well with staff and possess excellent problem solving skills necessary of the position.
12. Possess adequate skills in making mature decisions, being patient, and understanding behavior.
13. Possess adequate listening and communication skills
14. Possess ability to remain calm and respond to any emergency and or crisis situation
15. Possess ability to work professionally and cooperatively with staff, parents, and community members.
16. Must possess adequate public speaking skills necessary of the position.
17. Must possess ability to respect each family, their culture, customs, and beliefs.
18. Must be able to work a flexible schedule sometimes working evenings and weekends.
19. Must be able to work with minimum supervision while implementing and following through on specific tasks and assignments in a timely manner.
20. Must show professionalism at the highest level while in the work setting/environment.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to regularly pick up and move objects that might weigh 50 pounds or more. The employee will be required to stand, walk, stoop down, kneel, crouch, and crawl, at any given time of the day depending on the task especially if needed in the classroom.

**WORK ENVIRONMENT:** The majority of duties will primarily be in the classroom type setting. However, the employee when needed will also be working in the kitchen area, bus area, and outdoors with exposure to high noise level, exposure to bodily fluids, urine, and or feces of babies, infants, and small children. The employee will be exposed to unpleasant odors and possible infectious disease. Exposure to natural weather conditions while performing duties outdoors.

**SPECIAL CONDITIONS:** To perform this job successfully, the employee must be able to perform each essential duty and task satisfactorily. All requirements listed above are representative of the knowledge, skills, and or ability that are mandatory of such a position. Reasonable accommodations may be made to enable individuals with Health/Disabilities to perform the essential functions.

**IMMIGRATION REFORM AND CONTROL ACT:** Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicant will be asked to produce documentation.