

+Fort Belknap Head Start Program
656 Agency Main Street
Harlem, Mt. 59526
JOB DESCRIPTION

JOB TITLE: Co-Teacher

STATUS: Permanent/Full-time

DEPARTMENT: Education

PROGRAM: Head Start

LOCATION: Reservation Wide

SUPERVISION RECIEVED: Lead Teacher

Job Summary: Job incumbent provides support and assistance through family centered services, in a developmentally appropriate way, to families with children between the ages of three and five, dependent upon the local program option (Center Base, or Home Base). This position supports family and child wellness through assisting with family goals and promoting health and nutrition activities and experiences. Incumbent also provides programming in a professional manner in accordance with the Federal Head Start Performance Standards and Regulations.

Works with the family as follows:

1. Prepares and provides 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.
2. Requests ideas for menu planning from the parents.
3. Develops and nurtures relationships with families. Supports families and assists them in meeting their goals through coordination of available resources.
4. Maintains respectful, professional relationship with parents at all times, and encourages parent involvement in the classroom, home visits, group social activities, parent committee meetings, and policy council meetings.
5. Helps with recruitment and enrollment of all eligible children and families in the community.
6. Encourages attendance and participation in all Head Start class sessions, home visits, and group socializations, and parent activities.
7. If center-base option, position assists Lead Teacher with at least two home visits annually for each child enrolled in a center-base program, lasting for a minimum of 1 ½ hours.
8. Includes parents in the planning of daily activities and special occasions.
9. In conjunction with Lead Teacher, shares information with parents about the child's success and progress, special program activities, travel schedule for itinerant providers, and related information.
10. Provides support and information to families in the area of health and nutrition.
11. Shows respect for the parents by listening and learning from what they have to teach.
12. Keeps all information confidential.

Works with the Child:

1. Provides a safe health learning environment for children that promote developmentally appropriate social, emotional, physical and intellectual growth and development.
2. Insures a learning environment where the child feels safe, a sense of belonging, and trust, as well as challenged, successful, and self-confident.
3. Assists 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.

4. Provides health and hygiene activities and experiences, such as hand washing and brushing teeth, organizes dental screening for children to support wellness.
5. Practices approved methods for child guidance and discipline.
6. Respects the child by observing, listening, and learning from what the child has to teach.

Advocates for the program:

1. Acts as a role model for parents, staff, and volunteers, and supports a strong team to implement a quality program. Works closely with the Education Manager, Lead Teacher, and Parent Committee in working towards a high quality program.
2. Assists in maintaining organized, accurate, and up-to-date child file information and documentation.
3. Insures that health information and documentation, specifically, is up-to-date and submitted monthly.
4. Attends scheduled parent meetings and reports on Head Start activities, provides parent educational opportunities and related matters.
5. Is involved in a program development plan to improve skills and knowledge.
6. Maintains daily lunch count to complete monthly count report.
7. Helps with Lesson plans and completes monthly bulletin boards.
8. Implementing safety measures, indoor and outdoor, in the gym, on the bus, on field trips with material and equipment.
9. Provide a written report on unsafe conditions.
10. Riding BUS when picking up and delivering children. Making sure someone is home, age 14 or a written statement before leaving a child. Make sure the bus is empty upon arrival and departure.
11. Do walk through the bus in the AM and PM.
12. Will **read the Head Start Performance Standards and ELOF.**

Minimum Qualifications:

1. High School Diploma or GED.
2. Eighteen years of age or older.
3. Current Preschool Child Development Associate Credential. A.A.S. or B.A. in Early Childhood Education preferred. If does not meet minimum, must enroll in and complete a CDA program within two years of hire.
4. At least 6 months experience working with children age's three to five.
5. Demonstrated ability to establish a developmentally appropriate program for multi- cultural groups of young children in a rural community.
6. Physical exam and negative TB clearance upon hire
7. Willingness to travel outside of the community to attend training and conferences
8. Adult, Child, and Infant CPR and First Aid Certification within 30 days of hire and bi-annually thereafter.
9. Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.
10. **Must never been convicted of a Felony or Misdemeanor within one (1) year of applying for position.**
11. Performs other job-related duties as assigned.

Skills, Knowledge, and Abilities:

1. Strong interpersonal skills.
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. Must maintain strict **Confidentiality**.

Physical Demands: Lifting up to 25 pounds, in support of supplies. Periodically lifts and carry children, when necessary. Some periods of standing for long periods of time. Walking when bringing children on walks outside of building.

Summation: Job incumbent will benefit from time management skills, good organizational skills, ability to prioritize multiple demands and juggle complex tasks.

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

I have read the job description and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Head Start reserves the right to revise this job description at any time with approval of the Parent Policy Council.

Employee Name

Date

Supervisor Signature

Date