

Job Announcement

Head Start

Assistant Teacher

Four Square Community Action, Inc. Head Start is hiring for the position of Assistant Teacher. This is a full-time position based in the Head Start center. This position manages the classroom and interacts with children & families enrolled in the Head Start program.

Position Summary: Responsible for assisting teacher in planning, implementing, and evaluating daily activities that are developmentally appropriate for 3-5 year old's and that enhances the physical, social, emotional, and intellectual development of participating children in compliance with the Head Start Performance Standards.

Principal Duties and Responsibilities:

- Manage classroom activities while ensuring compliance with child outcomes, NC Daycare Licensing Requirements, Head Start Performance Standards, and the goals and objectives of the current Head Start curriculum.
- Build and maintain a positive, nurturing, and supportive relationship with the children and families.
- Assist teacher in planning and implement learning experiences that address social-emotional development, early language and literacy, early math, and science, problem solving, and approaches to learning.
- Assist teacher with planning activities to meet individual needs of children, including children with special needs.
- Maintain a safe and healthy environment in the classroom and on the playground; report safety hazards and/or equipment needs to the Center Director; maintain appropriate adult/child ratio at all times.
- Manage the Head Start bus including maintenance, operation of the bus route, and all documentation related to transportation.
- Cooperate with other center and program personnel in the delivery of all HS services, including health, nutrition, and mental health.
- Collaborate with Family Advocate to ensure and support family and engagement efforts.

Knowledge, Skills, and Abilities Required:

Education/Training: Minimum education requirement is a NC Child Care Credential or CDA Credential. Prefer an Associate's Degree in early childhood education or a Bachelor's degree in early childhood education or a Bachelor's in a related field that includes 6 classes focusing on early childhood/development.

Experience: Experience in pre-school classroom; 2 years preferred. HS/EHS experience preferred. *Applicants without prior experience may be placed initially at a lower pay grade due to the need for training if they agree to enroll in Early Childhood Education coursework as soon after employment as possible.

Skills and Abilities:

- Knowledge of Head Start Performance Standards, Daycare Licensing Requirements, and CACFP regulations.
- Knowledge and skills necessary to develop consistent, stable, and supportive relationships with young children and their families.
- Knowledge of infant, toddler, and preschool development, safety issues in preschool care, and methods for communicating effectively with preschoolers.
- Ability to visually supervise children. Ability to hear a child's communications, including crying and pre-language communications.
- Ability to actively interact with children and to attend their individual needs.
- Ability to interpret, apply, and audit various policies, procedures, and regulations.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Ability to support and respect the home language, culture, and family composition of each child in ways that support the child's health and well-being.
- Ability to respect and recognize boundaries, value diversity, behave in a direct and nonjudgmental manner.
- Excellent written and verbal communications skills – Bilingual English/Spanish skills helpful.
- Strong computer skills.
- Must possess a valid driver's license with a good driving record and be able to obtain/maintain a current CDL.
- Employment is conditional pending immediate and continued enrollment in Child Care Division-Criminal History Registry.
- Physician's statement of good health.
- Have negative results of TB test before beginning work.

This is a fulltime position working 10 months per year unless programmatic needs dictate or require otherwise. Days and hours of work are Monday – Friday, 7:30am – 3:30pm. Work is performed mostly in a classroom environment.

Interested applicants can apply at the Four Square office at 61 Milton Mashburn Drive in Andrews. Other avenues to apply are through our website www.foursquarecommunityactioninc.com, our Face Book page or by contacting NC Works Career Center in Murphy.