

Position: Early Childhood Site Assistant

Job Status: Grade 9 -11, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Baccalaureate Degree in Child Development, Early Childhood Education, Child and Family Studies or one of the Social Sciences with at least 36 hours of Early Childhood courses
OR
- An Associate Degree in Early Childhood Education or an Associate Degree in a related field and coursework equivalent to a major relating to Early Childhood Education.
- Two (2) years experience supervising in an Early Childhood Center, three (3) units directly related to Infant/Toddler and 15 hours Health and Safety courses.
- Should have professional expertise in the specialty areas of child development, disabilities and early intervention
- Must have or obtain Pediatric CPR/First Aid certificate.
- Must have the ability to communicate and provide presentations to large groups
- Must possess excellent oral, written, and computer communication skills
- Must be able to regularly stand, walk, reach with hands and arms, stoop, kneel, crouch, sit, climb, balance and crawl.
- Computer literacy including database and Windows computer programs is essential
- Current enrollment in the Child Care Division, Criminal History Registry and FBI fingerprint clearance is mandatory

- Must have a valid Texas Driver's license
- Must have a negative TB screening results
- Must be physically fit to lift 25 pounds

III. Specific Responsibilities:

1. Assist with day-to-day operations, supervision, and training of staff in Head Start and Early Head Start centers to ensure quality program services in a positive nurturing environment for children.
2. Assure compliance with licensing regulations and Head Start Performance Standards.
3. Assure that policies and procedures for reporting suspected child abuse and neglect are followed.
4. Ensure confidentiality of records and privileged information at all times.
5. Assure that all classrooms maintain appropriate child/staff ratio.
6. Monitor conditions and maintenance needs of the center and grounds and complete required work order.
7. Follow and guide emergency procedures for accidents, natural disasters and health emergencies including regular center drills.
8. Plan and conduct monthly site and safety meetings by direction of Site Manager.
9. Assist to assure that required documentation by classroom staff is completed, organized and maintained and deadlines for completion are met.
10. Assist in ensuring that notices, calendars, newsletters and communications with staff and families are timely and well written.
11. Ensure sanitation, hygiene, and safety procedures are followed.
12. Perform clerical assistance to Site Manager as needed for report gathering purposes.
13. Provide orientation and monitor center volunteers and visitors, ensuring that proper volunteer procedures occur.
14. Assist Site Manager to schedule regular staffing meetings and provide support, case conferencing and tracking documentation.
15. Assist in providing and arranging training as needed for center or per staff request.
16. Assist in monitoring performance as needed, including monitoring of staff files and written and oral reports to Site Manager.

17. Ensure that classroom staff feed, diaper, and offer naps to infants and toddlers according to established policies and procedures. Monitor meal time to ensure compliance with requirements for family style meal service.
18. Assist with coordination and facilitation of center monthly parent committee meetings and other parent engagement and school readiness activities.
19. Assist in ensuring that each child receives a daily head and health check, and participates in brushing teeth and hand washing.
20. Assist in reviewing lesson plan development with focus on school readiness, individualization, and implementation of IEP and IFSP goals and objectives.
21. Assist to ensure that each child receives screening for sensory, developmental and behavioral concerns within 45 days of entry.
22. Work with appropriate Program Manager and Child and Family Advocate to ensure that children are referred as needed based on screening results and parent concern.
23. Assist in ensuring implementation of on-going assessment and tracking using observation, developmental checklist and portfolio collections to show growth in the development of each child.
24. Provide assistance with scheduling two (2) home visits and two (2) parent conferences each enrolled child.
25. Assist with providing activities that engage parents in curriculum planning, goal development and classroom activities and observations.
26. Assist to ensure that routines and transitions occur in a timely, predictable and unrushed manner according to each child's needs
27. Assist with ordering materials and supplies necessary for the provision of services to Head Start/Early Head Start enrollees including resources for children with diagnosed disabilities
28. Continue professional growth by participating in training programs and workshops/conferences self obtained and by the program.
29. Other duties as assigned

Immediate Supervisor: Site Manager

Date of Approval PC – January 13, 2016

GB – January 25, 2016