



Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206
Web site: www.ncsheadstart.org ~ FAX: (707) 822-7962

JOB DESCRIPTION Northcoast Children's Services Head Start **CLASSROOM ASSISTANT– Center Base**

Under the supervision of the Center Teacher, the Classroom Assistant is responsible for working cooperatively with the classroom staff and volunteers to ensure that the children are appropriately supervised and that their individual needs are being met in the group setting. This is a non-exempt position.

DUTIES/RESPONSIBILITIES:

1. Works closely with the Center Teacher and Associate Teacher to plan and implement developmentally appropriate activities for the children in the program.
2. Understands the educational goals and objectives of the special needs child.
3. Works closely with the Center Teacher to assist in implementing a program for special needs children.
4. Assists the children with self-help skills and daily routines.
5. Creates a warm and accepting environment that encourages independence and self-esteem in the children.
6. Approaches the children, parents and other staff members with respect, being sensitive towards each individual's rights, needs and cultural/socioeconomic backgrounds.
7. Becomes familiar with and adheres to the policies and procedures of Northcoast Children's Services.
8. Respects the confidentiality of information regarding all children and their families as well as other staff members.
9. Communicates and works effectively with other staff members.
10. Participates in team and regional meetings, and inservice training as required.
11. In collaboration with classroom staff, evaluates daily program and individual children's progress.
12. Implements guidance techniques with children that are appropriate to the situation and developmental level of the child.
13. Assists in preparation, service, and clean-up of food program as needed.

14. Takes a partnership role in set-up of the classroom environment and assists with the daily clean up of the facilities.
15. Fulfills additional responsibilities in the program as needed.

QUALIFICATIONS:

1. Prefer 6 – 12 semester units in Early Childhood Education or be enrolled in 2 semester ECE units each semester until completion of the 12 units, including the core courses.
2. 6 months experience working with young children.
3. Must be able to follow directions and be consistent.
4. Must be sensitive to the needs and characteristics of young children.
5. Must be dependable, responsible, flexible, and willing to learn.
6. Must communicate effectively and be functionally literate in English.

Physical Requirements

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to lift and carry objects up to 25 pounds; and children up to 50 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.

Health and Safety Training Requirements

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check in order to obtain a Criminal Record Clearance from the Department of Justice prior to working in the classroom with children.