

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE	: ASSISTANT TEACHER
SALARY RANGE	: 7
FLSA STATUS	: Non-exempt
REPORTS TO	: Teacher I and/or Teacher II
SUPERVISES	: None

INTRODUCTION

The Assistant Teacher helps the Head Start Teacher in the overall operation of the Head Start pre-school class and program.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decision in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES includes the following. Other duties may be assigned:

1. Curriculum Planning and Implementation
 - a. Recalls and shares specific observations about children and families with teacher and assists teacher in planning activities for the classroom.
 - b. Prepares specific activities and materials that support art and reading activities.
 - c. Plans and conducts Circle Time activities and assists in setting up field

- trips.
2. Supervision of Children
 - a. Keeps children in view at all times to ensure their physical safety both indoors and outdoors.
 - b. Provides appropriate guidance to children including redirection and problem-solving using positive, culturally sensitive guidance techniques.
 3. Recordkeeping
 - a. Assists with maintaining accurate documents for attendance, daily meal reports, food purchases, classroom supplies, volunteer forms, children screenings, and individual program information charts.
 - b. Assists in the preparation of family notes, writing objective child observations, and maintaining children's portfolios.
 4. Classroom/Outdoor Maintenance
 - a. Assists in the daily inspection of the environment to identify potentially hazardous objects or situations. Reports information to teacher and/or supervisor.
 - b. Prepares the classroom at the beginning of the day and performs clean up and set up for the next day's activities.
 5. Meal Preparation/Food Purchase
 - a. Prepares breakfast, lunch and snacks for classrooms in compliance with food safety and sanitation guidelines.
 - b. Keeps accurate records of foods purchased and monitors purchases to stay within budgeted amount.
 6. Assistance with Parent Education/Parent Involvement
 - a. Creates a welcoming climate for both child and parent at drop-off and pick-up times.
 - b. Engages parents to assist with classroom tasks and ongoing activities for the home.
 - c. Participates in team conferences, home visits and parent/teacher conferences.
 - d. Supports families in pursuing their goals and sharing personal success stories.
 7. Professional Development
 - a. Attends Head Start In-Service, cluster training sessions, workshops, and conferences.
 - b. Applies knowledge from in-house training or workshops and conferences into classroom practices.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- Associate Degree in Human Development or Early Childhood Education and 6 months experience in working in an early childhood program or
- Child Development Associate (CDA) certificate or
- Two years (60 credits) of post secondary education with 9 credits in child development or early childhood training and 6 months experience in working in an early childhood program.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a current First Aid and CPR certificates or obtain one within 90 days of employment.
- Must have a valid driver’s license and daily access to an automobile that is properly licensed and insured for work.
- Must show evidence of TB test at time of employment
- Must comply with State of Hawaii “Criminal History Record Clearance” and
- Must obtain FBI fingerprint clearance within 90 days of employment.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Have at least 60 college credits of job related courses or core subjects leading toward a Bachelor or an Associate Degree in Early Childhood Development.
- Bilingual/bicultural skills, preferably in Samoan, Filipino, Korean, Vietnamese, Laotian and Pacific Island languages.

BENEFITS

- Company paid life insurance and health insurance.
- Paid time off including vacation, sick leave and paid holidays.
- Retirement benefits.
- Leaves of Absence both paid and unpaid.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations : in doors			X
Work Locations : outdoors			X
Work Locations : sitting		X	
Walking/standing			X
Bending/crouching/reaching, etc			X
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)		X	

Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X

Position 100% funded by DHHS