

## HONOLULU COMMUNITY ACTION PROGRAM, INC.

### POSITION DESCRIPTION

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

### **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 or
- *Enrolled in a program leading to an Associate's Degree or Bachelor's Degree and have completed 12 credits in Early Childhood Education.*

**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