

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : ASSISTANT TEACHER (TRAINEE)

PROGRAM : Head Start

SALARY RANGE : 5

FLSA STATUS : Non-exempt

REPORTS TO : Teacher I and/or II

INTRODUCTION

The Assistant Teacher (Trainee) assists the Head Start Teacher and/or Assistant Teacher with the overall operational activities 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.

1. Assist the teacher and/or Assistant Teacher in implementing classroom activities, including individual and small group play; help plan for and supervise outdoor play.
2. Assist in preparation and maintenance of classroom records, including daily lunch count, USDA worksheets and attendance. Assist in snack preparation, shopping, purchasing and record keeping; pickup and return lunch containers;
3. Assist in maintaining a classroom environment, including the bulletin boards and preparing learning materials. Assist in daily classroom cleanup. Help plan and implement parent education and parent involvement activities. Participate in in-service training.

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

Possess a high school diploma or a GED.

EXPERIENCE

Two years of directly related experience.

An Assistant Teacher (Trainee) may be promoted to Assistant Teacher, Grade 7, with a Child Development Associate (CDA) or Associate degree in Human Development/Early Childhood Education.

An Assistant Teacher (Trainee) may be demoted to a Substitute Teacher (SubHire) position if Assistant Teacher requirements are not met within three (3) years of date of employment as an Assistant Teacher (Trainee).

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/Rarely	At Times	Often/Constant
Work Locations : indoors			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		

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Must be a mature-minded person interested in working with people, especially children
- Must have a current First Aid certificate 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 current physical examination and TB test at time of employment
- Must furnish proof of recent State of Hawaii “Criminal History Record Clearance” and FBI fingerprint check

DESIRED SKILLS, KNOWLEDGE & ABILITIES

Bilingual/bicultural skills, preferably in Samoan, Filipino, Korean, Vietnamese or Laotian

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