



Kalamazoo Regional Educational Service Agency Job Description

Job Title:	Head Start/GSRP Associate Teacher
Reports To:	Site Supervisor
FLSA Status:	Non-Exempt
Prepared By:	Head Start
Approved By:	Human Resources
Prepared Date:	05/2012
Modified Date:	04/2016

Summary:

Assists the teacher in the instruction of 3 and 4-year-old children in a school setting by performing the duties listed below. Associate teacher assists the teacher in planning and implementing a healthy, safe, and developmentally appropriate learning environment for pre-school children that promote developmental gains toward the attainment of kindergarten readiness skills as defined in the Head Start Performance Standards, within an MTSS framework. Teacher professionalism in the classroom, with families, the community and with staff serve as a model of excellence.

Essential Duties and Responsibilities:

- Must have knowledge of and comply with Head Start Policies and Procedures, and State of Michigan Licensing for Child Care Centers
- Assists with creating and implementing lesson plans which incorporate hands-on activities and experiential learning considering factors such as individual needs, abilities, learning levels and physical limitations of students
- Assist with creating a flexible environment that is focused on student success to maximize potential
- Assist with using student assessment data to inform whole group, small group, and individualized instruction
- Implements program assessment tools with fidelity
- Establishes effective communication with parents regarding the progress of students and includes them in setting curricular goals for their child
- Implements Positive Behavior Intervention Supports (PBIS) in the classroom
- Assist with maintaining accurate and up-to-date child records and lesson plan
- Embodies and demonstrates Kalamazoo RESA's Core Values: Collaboration, Respect, Trustworthy, innovation, and compassion
- Assist with delivery of Head Start services as defined by Head Start Performance Standards
- Establish a safe, healthy, stimulating and developmentally appropriate learning environment for all children
- Assists with implementing program curriculum with fidelity
- Assists with observing and assessing children's development on a regular basis, analyze data and make plans or referrals specific to the needs of the individual child
- Build positive relationships with families to promote positive parent/child relationships including family events in the classroom and program, and take-home activities

Essential Duties and Responsibilities (cont.):

- Work with program staff to provide comprehensive services to families and children
- Work in partnership with the lead teacher and family advocate
- Takes on the lead teacher role during occasional absences
- Assists students with self-care and hygiene needs
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

An associate's degree (AA) in early childhood education or child development or the equivalent. A valid classroom CDA credential. An existing 120 Hour approval. A high school diploma or equivalent with a minimum of one course that earns college credit in child development or early childhood education, and the ability to obtain a Child Development Associate Credential within 24 months from the date of hire. Knowledge of and/or experience with pre-school children and the ability to work with children of all abilities. The ability to communicate with adults in a professional work setting is necessary.

Certificates, License, Registration:

Not applicable.

Other Skill & Abilities:

Has high expectations for all students
Ability to effectively communicate verbally, and non-verbally
Reflective practitioner willing to be coached
Ability to efficiently use computer and applicable software.
Ability to problem solve.
Maintains confidentiality.
Adapts to frequent changes in the work environment.
Practices safe work habits.
Develops and maintains atmosphere of teamwork.
Uses equipment and material properly.
Understands Multi-Tiered Systems of Support (MTSS)

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own without the assistance of other staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

This position works in a pre-school classroom with child size furniture and seating. The position requires, sitting in 13.5" chairs and on the floor; adverse driving conditions; bending; stretching; extended sitting; extended standing; stair climbing; kneeling; crouching; reaching; fine and gross motor skills; coordination of hands – fine and gross; eye/hand/foot coordination; visual memory and discrimination; auditory memory and discrimination; reading and writing ability; judgment; simple and complex decision making; and lifting up to 75 pounds. This position is covered by the OSHA Final Rule Blood borne Pathogens Act, Category A, with potential for exposure to communicable disease and pests such as head lice. This position is a mandated reporter of child abuse/neglect and must have a Department of Human Services child abuse and neglect clearance. The noise level in the work environment is moderate.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Administrator, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.