

**School District of Santa Rosa County
Job Description**

Head Start Assistant Teacher

Reports to: Director of Pre-K Programs	FLSA Status: Non-Exempt
Department: Schools	Prepared by: Human Resources
Date: May 18, 2017	Evaluation Code:
Position #: 45131	Range: 8

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assist with classroom management, such as organizing instructional and other materials
- Provide assistance in IT/STEAM Lab
- Assist children with personal hygiene
- Perform related duties as required or assigned by the principal

Supervision Received:

Director of Pre-K Programs

Minimum Qualifications & Skills Required:

- Have a minimum of a Child Development Associate (CDA) credential or a state awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.

Preferred:

Interact productively with young children and implement in the classroom setting those early childhood best practices strategies.

Physical Demands (include environmental conditions):

Lift light to moderate weight (20 to 50 pounds); Stand, walk, run, bend, stoop, push, pull, reach, good hearing and vision; Manual dexterity. Communicate using speech, hearing, and vision skills. Work inside and outside with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.