

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job Title: Head Start Instructional Assistant/Driver/Monitor

Classification: Non-Exempt

Reports to: Head Start Teacher

Date: Revised June 2019

Summary/Objective

Performs a combination of instructional tasks to assist and support the teacher, the goals and objectives of individual children, and the overall classroom environment.

Essential Functions

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

- Assists teacher with implementation of curricula in the classroom
- Applies knowledge of developmentally appropriate practices
- Assists with daily activities
- Assists in maintaining a comprehensive system for assessing and tracking child progress
- Cooperates with parents to build and support home school connections by providing parents with information about curriculum and school readiness
- Maintains relationships with community partners by being proactive and supportive of program needs
- Maintains a safe and healthy classroom environment through continued awareness and maintaining commitment to keeping all children safe
- Assists in implementing Individualized Education Programs (IEP's)
- Complies with the Head Start Performance Standards and all applicable local, state, and federal laws.
- Works collaboratively with teacher
- Drives/Monitors Head Start Buses as requested

Competencies

1. Diversity/Inclusion
2. Ethics/Integrity
3. Attention to detail
4. Organizational Understanding
5. Professionalism
6. Problem Solving
7. Reliability
8. Tact

Supervisory Responsibility

This position has no supervisory responsibility

RV:20190601 IC:PUBLIC

Work Environment

This position operates in a classroom environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a regular part time position. Days and hours of work are planned in advance and schedule is provided at the beginning of each program year. Flexibility in schedule is required.

Travel

Travel is primarily local during the business day, although out-of-area travel may be expected upon notice.

Required Education and Experience

High School Diploma/General Education Degree

Preferred Education and Experience

Child Development Associate

Additional Eligibility Qualifications

Valid Class C Commercial Driver's License with a PS Endorsement within 60 days of employment.
Approved CDL Physical Exam

Additional Requirements

Valid Kentucky driver's license, reliable transportation, and satisfactory background checks. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

AP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

CEO: _____ Date: _____

CCO: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved by Board of Directors on: _____