Part-time Classroom Assistant position working with pre-school children in a Head Start Classroom in Mt. Iron. Starting wage: $13.16/hour, 24 hours/week. Please apply by February 19, 2020. at: [www.aeo.org/Careers tab/Education. AA/EOE]

Classroom Assistant I
2020-HS-009

Responsible for assisting with all aspects of the classroom, as assigned by the Head Start Teacher

Duties and Responsibilities:
• Assists in the management of the site in its entirety and maintains compliance with federal performance standards and state licensing requirements
• Responsible for ensuring the safety of all children through the compliance of Head Start policies and procedures
• Responsible for the food program and meal requirements
• Assists in the individualized and quality care of children
• Assists with planning and implementation of the designated curriculum
• Assists with all child screenings and on-going assessments
• Assists substitute teaching staff
• Assists with child and family outcomes as mandated by federal, state, and local regulations
• Assists with the implementation of home visits, conferences, field trips, and transition meetings
• Responsible for timely documentation of all required program data
• Performs duties as primary bus monitor where transportation is available

Qualifications:
• High school graduate or GED and minimum of 18 years of age
• Prefer early childhood education and work experience
• Possess current First Aid/CPR certificate or willing to obtain
• Ability to pass a background study
• Regularly lifts 50 lbs. and occasionally more and is able to kneel, bend, stoop, and sit on floor to attend to the children’s needs

Needed Attributes:
• Awareness of, sensitivity to, and ability to work effectively with young children and families from a variety of social, cultural, and economic backgrounds
• Communicates effectively both verbally and in writing
• Ability to work independently and as a team member
• Possess computer/technology skills

Part-time, Monday-Thursday, 24 hours/week, 36 weeks