

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA**  
**Child Development Programs**  
**Job Description**

**Date:** December 2013

**Salary Grade:** 7-10

**Exposure Determination Category:** 2

**Salary Chart:** 1 Non-Exempt

**Job Title:** Migrant Seasonal Assistant Teacher

**Reports To:** Teacher

**Areas of Responsibility:** Assist Teacher to implement the education and family engagement objectives through daily operation of center in accordance with Dept. of Health and Human Services Administration for Children, Youth and Families (ACYF) Head Start Performance Standards and state licensing.

**Major Duties:**

1. Establish a classroom structure implementing program curriculum, developmentally appropriate practices and maintain a safe, healthy, and nurturing education environment that ensures a quality child development program.
2. Translate communication between program, child and family using family's primary language when appropriate.
3. Interact in a skilled, respectful and sensitive manner to strengthen families as the primary nurturers of their children through improved parenting skills, emotional well-being, and progress toward family goals.
4. Partner with families and communicate to provide children with education, health and nutritional services to enhance their growth and development.
5. Effectively use and maintain materials, supplies, equipment, facilities and grounds.
6. Provide individualized training of support staff with the support of management team and participate in development of employee development plans.
7. Encourage community involvement and support for the program documented by non-federal match.
8. Maintain standards of confidentiality regarding program, children, families and staff.
9. Participate and contribute to the support of a quality program through participation in team meetings and program assessment.
10. Performs other duties as assigned.

**Working Conditions:**

- Classroom environment 75%
- Training, meetings and community interactions 25%
- Work is frequently stressful and requires the ability to meet tight deadlines.
- Moderate level of supervision; supervises up to two staff.
- Occasional out-of-town travel for training.
- Will work some evenings and weekend to attend meetings and training.

**Physical Requirements:**

- Must complete health physical upon entry to program and yearly health screenings.
- Must be able to move about, getting up and down from floor play with children.
- Must be able to lift 50 lbs.

**Minimum Qualifications:**

**Grade: 7**

1. Must have a current CDA in appropriate area.
2. Early Childhood classes, experience in education of children ages 0-5 is preferred.
3. Requires proficient level of communication skills oral and written, teamwork and managing conflict, as well as the ability to prioritize or organize own job responsibilities.
4. Experience in working with families from various ethnic backgrounds is preferred.
5. Basic level of computer knowledge is required.
6. Must be Age 21 or above.
7. Valid driver's license with good driving record and insured vehicle.
8. Current CPR and First Aid card.
9. Complete 20 contact hours of education annually in subject matter related to position.

**Grade: 8**

1. Meet the minimum requirements above;
2. AA with CDA or 6 classes in Early Childhood or AA in Early Childhood.

**Grade: 9**

1. Meet the minimum requirements above;
2. BA in Education or related field and CDA in 6 months.

**Grade: 10**

1. Meet the minimum requirements above;
2. BA in Early Childhood.

Reviewed by Human Resource Director: \_\_\_\_\_  
Signature Date

Reviewed by Program Director: \_\_\_\_\_  
Signature Date