



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Instructional Assistant (Head Start)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Head Start Teacher/ Principal/Early Childhood Manager
Salary Range: Range 14	
Term of Employment: 9 months	Date: November 3, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists teacher in providing a well-organized and smooth-functioning Head Start program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Must be knowledgeable of policies and procedures related to the implementation of the Head Start Performance Standards, as reflected in the program plans.
- Learns to complete and maintain all necessary documentation to demonstrate compliance with Head Start Performance Standards and district regulations.
- Jointly supervises and implements federal, state, local, and district health and safety policies and procedures.
- Conducts, with teacher, a minimum of two (2) home visits and two (2) parent/teacher conferences per family, per academic year.
- Jointly supervises and participates in the training of parents, staff, and volunteers, as appropriate.
- Jointly coordinates the activities of support staff and service providers.
- Jointly develops and implements a developmentally appropriate curriculum for children aged 3 to 5, based on the individual interests, needs, and abilities of the children in the classroom and the group as a whole.
- Participates daily in team planning of curriculum with the teacher and other appropriate staff, using and encouraging appropriate input from parents.

- Participates in the team assessment of each child developmentally and develops individual goals, involving parents in the process.
- Jointly plans, organizes, and attends parent meetings as needed or required.
- Jointly obtains needed supplies and materials for the classroom.
- Develops and maintains a relationship with each family which will encourage meaningful participation in the program. This may include translation of written materials for non-English speaking families.
- Jointly reviews the needs and progress of each family a minimum of once a month. Works in conjunction with the caseworker to meet health and social service needs of those families.
- Works cooperatively with identified disabilities services support staff in the provision of direct services and the development of goals for children with disabilities.
- Sustains positive working relationships with schools, community agencies, the grantee, and the staffs of each organization.
- Interacts comfortably and empathetically with people from diverse backgrounds.
- Jointly arranges the physical environment making it safe, healthy, interesting and developmentally appropriate.
- Jointly develops an environment and daily curriculum that reflects a developmentally appropriate anti-bias, multicultural approach.
- Assists the teacher in maintaining classroom discipline as directed.
- Jointly oversees maintenance and upkeep of classroom supplies, materials and equipment.
- Supervises and participates in developmentally appropriate outdoor play activities on a daily basis.
- Attends all scheduled staff meetings and trainings.
- Attends and participates in ongoing training designed for Head Start teaching staff and supplemental education training.
- Participates in the annual program assessment.
- Acts as a role model to students.
- Pursues additional training in job-related areas.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises students.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.

- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Demonstrates the ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must be 21 years of age.
- Must produce evidence of fingerprint clearance card, TB clearance within the last 12 months (must be re-tested every 3 years), initial health exam and re-examination every 3 years, CPR, First Aid, Food Handler's Certificate, current immunizations.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to occasionally lift and/or move up to 50 pounds.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.