

POSITION DESCRIPTION

Title: Classroom Support (Head Start, Early Head Start, and SENDCAA Child Care)	Date Prepared/Reviewed: 4/2020, 4/2021, 7/2022/, 7/2025
Reports to: Site Supervisor/Mental Health/Disability Coordinator, Child Care Assistant Teacher	Supervises: None
Schedule: Follows Behavior Support Calendar, Monday-Thursday-Head Start, Fridays-Early Head Start working 9:30-3:00, and Child Care M-F 3:00-5:30. Would work for Child Care only in the summer. Subbing opportunities could be available.	
Purpose of Position: To assist with providing extra support for children in the classroom ages birth to five. This position will assist the teacher in handling challenging behaviors, social skill needs, and providing cognitive supports. Assist the childcare department and staff with all aspects of childcare, including mealtime, story time, playtime, field trips, and in maintaining a clean and healthy environment.	
Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed. May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit program needs.	
ESSENTIAL DUTIES: <i>Program</i> <ul style="list-style-type: none"> Education staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services Responsible for following Head Start and SENDCAA program policies and procedures, which include Standards of Conduct, Naptime, Outdoor Play, Classroom Relief, Mealtime, etc. Participates in relevant training, including staff meetings, site meetings, and reflective supervision 	
I understand my duties under the <i>Program</i> section (please initial):	
<i>Education</i> <ul style="list-style-type: none"> Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework (Head Start) Works closely with the Mental Health and Disability Coordinator and Child Care Assistant Teacher Become familiar and implement a child's Behavior Support Plan appropriately, will consult with Mental Health and Disability Coordinator (Head Start) Collects progress notes per session while assisting in each assigned classroom or site (Head Start) Ability to conduct social and emotional skill building with children in both one-on-one and small group situations Actively engages with children by sitting on the floor playing with them, engages in conversation with them, and actively works to build a relationship with each child Become aware of Conscious Discipline skills and use them to fidelity in the classrooms (Head Start) Will participate in monthly Reflective Supervision with Mental Health and Disability Coordinator or Site Supervisor (Head Start) 	
I understand my duties under the <i>Education</i> section (please initial):	

Classroom Organization

- Assists in the upkeep and maintenance of the classroom equipment, materials and supplies.
- Assist Teacher and Teacher Assistant in day to day classroom activities.

I understand my duties under the *Classroom Organization* section (please initial):

Family

- Respect each family.

I understand my duties under the *Family* section (please initial):

Health and Safety

- Ensures and models good health practices, such as tooth brushing and hand washing, are practiced.
- Responsible for implementing family style meals in a pleasant, well-lit area that encourages conversation & socialization. See Meal Time procedure for further instruction.
- Displays nurturing and fostering connections and practices.

I understand my duties under the *Health and Safety* section (please initial):

Other Duties:

- Performs other duties as assigned or requested.
- Travel to various sites.
- This position may be subject to subbing in classrooms as a last resort based off program needs.

I understand my duties under the *Other Duties* section (please initial):

Education/Training Required:

- Experience with preschool-aged children
- CPR and First Aid certification to be completed within 3 months of hire and every other year.
- Behavior Support Technician Training
- Training on Supervising
- Mandated Reporter Training annually
- Requires a minimum of 9 hours of instruction on early childhood development annually. (Child Care)
- Complete a physical activity approved training equaling at least two hours within three months of hire and annually. (Child Care)
- Complete the Child Care Aware ND *Getting Started*, a 15-hour on-line basic child care course registered through Growing Futures, ND, within three months of hire (Child Care)

Education/Training Preferred:

- Baccalaureate Degree in Early Childhood Education or a Related Field
- Associate Degree in Early Childhood Education
- Child Development Associate credential
- Enrolled in a program leading to an associate or baccalaureate degree

Minimum Experience and Skills Required:

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma
- 3 months experience working with children
- Knowledge of developmentally appropriate interaction with young children
- Ability to communicate in a professional and appropriate manner with children, parents, and staff.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.
- Ability to perform work independently under general direction of supervisor.
- Supports team efforts, cooperates with others and actively learns from other team members.
- Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission while adhering to policies, procedures and regulations.

Experience and Skills Preferred:

Experience with young children preferred; especially with those displaying challenging behaviors.

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions and Environment: While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.

Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.

Employee Benefits and Wage: Information provided in addition to position description.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description.

Employee Signature

Date