

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Assistant Headstart	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Director Headstart	<b>Date Revised:</b>	4/20/17
<b>Dept./School:</b>	Head Start		

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**Primary Purpose:**

Responsible for assisting the Head Start teacher in planning and implementing the educational activities in the classroom.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent

Child Development Associates Credential or Bachelor's Degree, or actively enrolled in a college or university to obtain either

**Special Knowledge/Skills:**

Initial TB testing and ongoing participation in wellness screenings as required by the H.S. performance standards

**Experience:**

Some experience working with students

**Major Responsibilities and Duties:**

Assist the Head Start Teacher in:

Planning the learning experiences for the children in the classroom

Assessing and evaluating student learning through developmentally appropriate practices; anecdotal record entries/Child Outcome records and portfolio samples

Provide a learning environment that is developmentally appropriate

Involve parents as volunteers and as partners in the teaching process

Maintain updated files on each child

Maintain discipline and management of the classroom

Serve on Self-Assessment and Advisory committees when appropriate

Participate in professional growth activities

Assist with classroom housekeeping chores

Assist children in performing self-care tasks and in daily living skills

**Job Title:** Assistant Headstart

Participate in two home visits and two conferences for each child in the classroom

Assist with application and registration

Participate in daily planning sessions with the Head Start teacher

Assist with evening parent training meetings

Perform other duties as assigned by the classroom teacher or Head Start Director

Follow all rules, regulations, and policies of Plano ISD and Head Start

Follow directives from superiors

Follow attendance policy and absence procedures as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Computer, Copier, Laminator, Voice Mail, Phone, Fax

**Working Conditions:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Work with frequent interruptions; may require lifting of up to 50 lbs.; frequent standing; stooping; bending; kneeling; pushing and pulling; frequent use of computer and repetitive hand motions

**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 04-20-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_