

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Head Start Assistant

JOB CODE: 8330

DEPARTMENT: Early Childhood Programs PAY GRADE: 7 (U1)

DATE: 06/5/2013

BASIC OBJECTIVES

This is varied routine education work assisting with and supporting the M-DCPS Infant and Toddler Center instructional and management activities. Work is performed under the close supervision of the center director and is subject to specific and detailed instructions. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

JOB TASKS/RESPONSIBILITIES

1. Works with infants and toddlers and small groups of students under the supervision of the center director, using guidelines set by the teacher.
2. Assists the center director in all aspects of classroom management and curriculum implementation, including all indoor and outdoor activities for the children.
3. Assists the center director in the organization and maintenance of classroom materials, equipment and supplies.
4. Works with all school personnel to meet the needs of the infant and toddler student in the center.
5. Supervises infants and toddlers during the student lunch and snack period.
6. Assists in toilet training, feeding and attention to medical and physical problems with infants and toddlers.
7. Performs related duties of an instructional or clerical nature as assigned.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: lifting (up to 60 to 70 lbs.), bending, stooping, crouching, reaching, sitting, sitting on floor, crawling, standing, walking, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or equivalent.
2. Completion of the Department of Children and Families' forty-five (45) hours which must include five (5) hours in Early Literacy and Language Development Child Care Courses.
3. National Child Development Associate (CDA) with a focus on Pre-School or Florida Child Care Professional Credential (FCCPC).
4. Experience working with Pre-School.
5. Must complete 15 clock hours of Professional Development per year.
6. Completion of Pre-Employment Compliance.