

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Classroom Assistant (MHD)
Wage/Hour/Status: Exempt Non-Exempt
Pay Grade: 4
Reports to: Mental Health & Disabilities Coordinator

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Assists the teacher in providing positive learning environment and experiences which stimulate children's social, emotional, physical, and intellectual development, consistent with Head Start Performance standards, USDA, Day Care Licensing regulations, and/or other applicable standards. Provides supplemental support to promote the inclusion of children with disabilities or identified mental health or behavior concerns.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Assists the teacher and Mental Health & Disabilities Coordinator in coordinating and implementing individualized education programs and activities that provide a secure and enjoyable environment by:
 - Participating in the weekly program activities consistent with the education work plan and children's Individualized Family Service Plan (IFSP/IEP) or other support plans
 - Assisting the teacher in implementing a good balance of child-directed and teacher directed activities.
 - Assisting with enrichment projects, both in the community and classroom, that are developmentally appropriate such as field trips and class projects.
 - Assisting teacher in organizing materials and furniture that supports active and quiet play time, assisting teacher in modifying the environment to respond to individual children's needs, especially any physical needs as identified in a child's Individualized Family Service Plan (IFSP/IEP).
 - Meeting with teacher, Mental Health & Disabilities Coordinator, and/or EI/ECSE specialists or consultants to discuss curriculum or resolve problems.
 - Coordinating with other staff in implementing daily activities as well as general program activities that ensure individualization for the identified child.
 - Supervising the indoor and outdoor activities while incorporating positive guidance techniques.

2. Provides an environment that promotes a child's good health and nutrition by:
 - Following OCDC procedures for maintaining health records, administering medications, first aid, and cooperating with health and nutrition staff.
 - Attending to children's physical and emotional needs.
 - Assists or carries out specialized feeding, healthcare or personal care protocols or therapies under supervision of teacher and MHDC and as directed by qualified therapist or specialist.
3. Promotes and supports the physical, intellectual and social-emotional development of a child by:
 - Developing supportive, affectionate relationships with the child.
 - Providing clear directions, demonstrating patience, offering calm and consistent responses and responding quickly to the child's needs, in accordance with OCDC Positive Guidance Program Directive.
 - Assisting identified child's teacher in observing and evaluating a specific child's learning styles and behaviors, and determining their readiness for new learning opportunities.
 - Following through on implementation of IFSP activities, individualized support and behavior plans under supervision of teacher and MHDC.
4. Maintains an open, friendly, and cooperative relationship with the child's family by:
 - Observing strict confidentiality regarding the child and their family and making parents aware of this policy.
 - Welcoming parents to the classroom, making note of any parental concerns, as needed, to share with the identified child's teacher.
 - Cooperating with other program staff to assist parents in obtaining clear and understandable information about their child's special needs and program services.
5. Ensures an effective program operation by:
 - Assisting teacher and MHDC in completing developmental screening and follow-up, recording observations for assessments and evaluations when requested.
 - Participating in IFSP and other advisory meetings as directed.
 - Assisting teacher in completion of health checks, home correspondence, home visit forms, accident/incident reports, referrals, safety inspections, etc., that pertains to a specific child.
 - Assisting teacher in follow-up actions noted in reports when required.
6. Maintains confidence and protects agency operations by:
 - Keeping information confidential.
7. Continually applies safety practices in all facets of the performance of duties by:
 - Complying with Agency safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
8. Other responsibilities:
 - Performing other work related or assigned duties.

Education and Job Requirements:

High School Diploma or General Education Development diploma (GED) and at least one years work experience in a child care facility, working with disabled children in a classroom environment, preferably Head Start.

Other Job Requirements:

1. Possess current First Aid and CPR cards with infant/child CPR.
2. Ability to travel occasionally.
3. Ability to pass agency sponsored physical examination.
4. Ability to relate positively to children and adults.
5. Must be enrolled in Oregon Criminal History Registry.
6. Must maintain any current educational licensing.

Other Skill Requirements:

1. Bilingual Spanish/English preferred. **Bilingual fluency may be required at some work sites.**
2. Must perform duties with direction given, operating from established directions and instructions. Decisions are made within general agency policy constraints and under close supervision.

Physical Requirements of the Job:

Please see attached Physical Job Analyses. Submit one or both as job demands.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, evening or weekend work, working long hours during peak periods. May work in a confined and small classroom space with minimal room for maneuverability.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks and required documentation in a timely manner. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be