



2177 Asheville Road Waynesville, NC 28786  
828 452 1447  
25 Schulman St., Sylva, NC 28779  
828 586 2345  
mountainprojects.org

## RECRUITMENT WORKSHEET

**Job Title:** Head Start Teacher Assistant (Haywood and Jackson County) **Date:** 3/8/23

**Position Summary:** Looking for a career change. Mountain Projects, Inc. Head Start/Early Head Start program is looking for an individual who cares about their community and wants to make a difference and improve the lives of children and families.

**Minimum Qualifications:** Child Development Associate Certificate or Preschool Certificate

**Preferred Qualifications:** Early Childhood Education degree from an accredited community college.

**Type of Skills Needed:** Ability to work effectively with coworkers, parents, and children; ability to work effectively with diverse populations; uses good judgment in making decisions; computer skills; able to multi-task and problem solve.

**Other requirements, if applicable:** Must have an adequate vehicle, valid driver license and insurance; local travel sometimes required, must occasionally go into homes of Head Start children for home visits; Criminal background checks along with random drug testing.

**Rate of Pay:** \$ 13.75-15.50 \$ (32,802 to \$36,976 including fringe benefits)

Part-time: Hours per week: \_\_\_\_\_

Full time: Months per year: 10 months

Location of position: Canton and Kneedler

Notes: \_\_\_\_\_

### Sources to use:

Internal: \_\_\_\_\_ Referral: \_\_\_\_\_

Ads: \_\_\_\_\_ Search: \_\_\_\_\_

Agencies: \_\_\_\_\_ Professional: \_\_\_\_\_

Other: \_\_\_\_\_

Supervisor signature

Date

Executive Director signature

Date

3/8/23

Program Manager signature

Date



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## JOB DESCRIPTION

Effective Date: 4/17/2014 Revision Date: 4/21/2021

Name: \_\_\_\_\_

**Job Title:** Head Start Teacher Assistant  
**Program:** Head Start  
**Supervisor:** Education/Disabilities Coordinator

**Position Overview: (Primary Function)** Non Exempt Position

**To assist direct and implement all educational and developmental aspects of the Head Start Program in the classroom.**  
**Responsible to the Center Supervisor for implementation of the Head Start Performance Standards and North Carolina Child Care regulations pertaining to the operation of the assigned classroom.**

**Project Work Description:** (Essential Functions: Critical features of this job are described under the headings below.  
They may be subject to change at any time due to reasonable accommodations or other reasons.)

1. Assists in the responsibility for the primary care of children enrolled in classroom.
2. Demonstrates respect for each child's background by incorporating the cultural, linguistic, familial values of each family.
3. Works with the teacher to implement Creative Curriculum into the classroom with fidelity.
4. Provides a respectful and inviting environment for children to learn and feel safe.
5. Works with the teacher to develop and utilize daily lesson plans, across all domains that is developmentally appropriate for all children.
6. Works with teacher to adapt the curriculum to address and meet individual goals for children as well as children identified with special needs.
7. Documentation for Teaching Strategies Gold will be ongoing throughout the year and objective.
8. Maintain accurate and up-to-date records, including assessments, parent contacts, attendance, CACFP, and In-Kind.
9. Follows MPI, Head Start's active supervision policy by defensive positioning on the playground and counting every 15 minutes.
10. Conducts two parent-teacher conferences and two home visits to share information with parents regarding their child.
11. Is responsible for maintain a clean and sanitized environment, including following MPI/Head Start's Covid Policy.
12. Promotes good health practices and contributes to the prevention of illnesses.
13. Helps children development good eating habits using family style dining and sitting with the children during meal times.
14. Implements CACFP rules and regulations and maintain accurate records, including point of meal service at time of meal.
15. Keeps accurate children's records and files are organized by Child File Checklist.
16. Participates in ongoing in-service and educational development opportunities provided by the agency.
17. Adheres to Mountain Projects, Inc. policy and procedures including monitoring cell phone usage.
18. Plays a supplemental role in motivation and assisting parents in any way, including volunteerism.
19. Actively recruits children for the Head Start/Early Head Start programs.
20. Report to managers immediately any suspicion of waste, fraud, abuse of any agency program property, supplies, etc.
21. Any other job related assignments that may require or be deemed advisable by supervisor.



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- 1. Minimum Qualifications:** \*Preschool Certificate from an accredited community college in Early Education
- 2. Preferred Qualifications:** \*AA degree in Early Childhood is required
- 3. Skills/Attributes:** \*Working with families from diverse economic, social and educational backgrounds  
\* Strong verbal and written communication skills  
\*Working with local agencies who serve Head Start children and families
- 4. Essential Functions:** \*Responsible for all aspects of the Head Start Performance Standards & NC Child Care regulations.  
\*Responsible for own work, but coordination with Head Start staff will be necessary at times.  
\*Working with families from diverse economic, social and educational backgrounds.  
\*Diligence must be practiced continuously and to maintain confidentiality at all times.
- 5. Physical Demands:** Normal office environment with bending and stooping? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, describe demands.  
\*Frequent lifting of 40+ lbs.  
\*Occasional heavy lifting of 50+ lbs. or moving objects such as tables and chairs.  
\*Frequent periods of sitting, pulling, reaching and kneeling to meet the needs of the children.
- 6. Work Environment:** \*Schedules may vary from the standard; supervisors will advise of specific hours of work  
\*Working from home to provide remote services to children and families if necessary  
\*Go into homes of Head Start children for home visits  
\*Local and out of town travel with overnight stays are sometimes required.
- 7. Mental and Visual Demands:** \*Valid North Carolina Driver's license with appropriate insurance coverage required  
\*Frequent mental and visual attention required while problem solving.  
\*Ability to handle stress associated with management of multiple tasks.



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**Equal Opportunity Employer**

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment with regard to race; color; religion; sex; sexual orientation; gender identity; or expression; national origin; age; disability; genetic information; political affiliations; National Guard; or veteran status, consistent applicable federal, state, and local laws, and regulation.

**Direct Supervisor:** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**