



2177 Asheville Rd.
Waynesville, NC 28786
828-452-1447

154B Medical Park Loop
Sylva, NC 28779
828-586-2345

JOB DESCRIPTION

Effective Date: _____ Revision Date: _____

Name: _____

Job Title: Assistant Teacher

Department: Head Start

Supervisor: Christie Paxton

FSLA Status:

Position Status: Full Time

Position Summary: (Primary Function)

Assists the classroom teacher in planning and carrying out individual and group activities to meet the social, emotional, physical and educational needs of preschool children. Assists in maintaining a classroom conducive to happy learning and development of preschool children. Attends meetings, workshops and participates in related training when necessary. Establishes and maintains good staff/parent relationships

Essential Functions: (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.)

- Assists in the responsibility for the primary care of children enrolled.
- Demonstrates respect for each child's background by incorporating the cultural, linguistic, familial values of each family.
- Works with the lead teacher to implement creative curriculum into the classroom.
- Provides a respectful and inviting environment for children to learn and feel safe.
- Works with the lead teacher to develop and utilize daily lesson plans across all domains that is developmentally appropriate for all children.
- Works with the lead teacher to adapt the curriculum to address and meet individual goals for children as well as those identified with special needs.
- Documentation for Teaching strategies god will be ongoing throughout the year and objective.
- Responsible for all aspects of the Head Start Performance Standards & NC Child Care Regulations.
- Diligence must be practiced continuously and to maintain confidentiality at all times.
- Maintain accurate and up-to-date records, including assessments, parent contracts, attendance, CACFP, and In-Kind.
- Follows MPI, Head Start's active supervision policy by defensive positioning on the playground and counting every 15 minutes.
- Conducts two parent teacher conferences and two home visits to share information with parents regarding their child.
- Responsible to maintain a clean and sanitized environment.
- Promotes good health practices and contributes to the prevention of illness.
- Help children develop good eating habits using family style dining and sitting with the children during meal times.

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- Implements CACFP rules and regulations and maintain accurate records, including point of meal service and time of meal.
- Keeps accurate children's records and files are organized by Child File Checklist.
- Participates in ongoing in-service and educational development opportunities provided by the agency.
- Adheres to Mountain Projects, Inc. policy and procedures including monitoring cell phone usage.
- Plays a supplemental role in motivation and assisting parents in any way, including volunteerism.
- Actively recruits children for the Head Start/Early Head Start programs.
- Report to managers immediately any suspicion of waste, fraud, abuse of any agency property, supplies etc.
- Any other job-related assignments that may require or be deemed advisable by supervisor.

1. Qualifications:

- Minimum: Preschool Certificate from and accredited community college in Early Education.
- Preferred: AA degree in Early Childhood Education
- Must have hands-on experience working with preschool children
- Valid North Carolina drivers license with appropriate insurance coverage.

2. Knowledge, Skills, and Abilities:

- Must be very detailed-oriented with the ability to prioritize tasks, organize daily activity and be able to multi-task projects/tasks.
- Able to work with families from diverse economic, social and educational backgrounds.
- Must be flexible and able to adapt to changing needs, multiple task demands, and work structures.
- Strong Verbal and written communication skills.
- Working with local agencies who serve Head Start Children and families.

3. Performance/Success Factors:

- Be punctual to work and other related functions.
- Perform well in a team environment.
- Complete work in a timely, accurate, and thorough manner.
- Ability to prioritize daily tasks and events.
- Perform routine duties with minimal supervision.
- Strive for excellence in all tasks and duties and foster an attitude of "exceeding guest expectations."
- Able to work independently but operate within company policy guidelines using independent judgment.
- Local and out-of-town travel may be required.

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4. Working Conditions:

- Light to moderate physical activity performing non-strenuous administrative work.
- Physical demands: able to lift up to 40 pounds and occasional heavy lifting of 50+ lbs or moving objects such as tables and chairs.
- Manual dexterity is sufficient to reach/handle items.
- Climb, balance, stoop, kneel; frequently move about, able to stand, walk, and sit for extended periods.
- At times, be outdoors in all weather conditions.
- Vision: must be able to see close, have good vision to perform daily duties.

Equal Opportunity Employer

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without 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