

Date Est: 09/1996

Date Rev: 05/2007

## BRUSH UMC HEAD START

Job Description

*POSITION TITLE:*        **General Assistant**

**SUPERVISOR:** Director

**EVALUATION:** To be evaluated in April by Supervisors

**HOURS:**            40 hours per week, 39 weeks per year

**LUNCH:**           1 hour

**BREAK:**            Two (2) 15 minute breaks

**TERMS:**            One (1) working year agreement, established by Brush UMC Head Start

**SALARY:**           Established by Budget Committee

### **QUALIFICATIONS:**

1.        Twenty one (21) years of age.
2.        Have a valid Colorado Driver's License.
3.        Meet all Colorado State requirements in reference to health and licensing.
3.        Participation in training programs whenever available.
4.        Must be Pediatric CPR/First Aid certified.
5.        Must be computer literate and possess general clerical skills.
6.        Ability to lift up to 50 pounds.
7.        Ability to communicate effectively using verbal, writing and reading skills in English (required) and Spanish (preferred).
8.        Must possess good communication and organization skills.
9.        Must demonstrate an interest in and a knowledge of children and concern for their proper care and well-being.

### **PROFESSIONAL RESPONSIBILITIES:**

To assist staff in the positive promotion of literacy.

Responsible for assisting in the daily function of the Brush UMC Head Start program as needed and indicated.

To be sensitive to the needs of young children and be willing and able to relate to children and adults from all ethnic, racial, religious, or socioeconomic backgrounds. To be courteous, professional, and respectful of confidentiality when working with families and the public.

To continually promote family literacy and assist families in accomplishing literacy based goals.

**TECHNICAL DUTIES AND RESPONSIBILITIES:**

1. Assist Education Manager with such duties as making copies, filing, distributing fliers, newsletters, or miscellaneous paperwork, and helping track classroom outcomes information, etc.
2. Laminate center materials on a specific day decided upon by the education staff.
3. Fulfill classroom duties and responsibilities in the absence of classroom staff.
4. Attend staff meetings, transportation meetings, education team meetings, in-services, educational & transportation training, workshops, and all Head Start functions as requested by the Director and/or supervisors.
5. Report to supervisor immediately and follow up with concerns about injuries, illnesses, abuse, verbal comments made by a child, and other unusual behavior of a child.
6. Accept appropriate duties outside of job description as requested by the Director and/or supervisors.
7. Coordinate family literacy activities including Parent and Child Time (PACT) nights.
8. Maintain adult and child libraries.
9. Plan and facilitate parent education activities in coordination with the Family Partnerships Manager.
10. Coordinate RIF activities and complete all applicable paperwork.
11. Coordinate individualized homework activities.
12. Assist other General Assistant and Transportation Manager with extended classroom activities.

**MEDICAL:** I understand that I: (1) must submit to the center a report of a satisfactory mantoux tuberculin test dated no more than 6 months prior to employment; (2) must be current for all immunizations routinely recommended for adults by their health care provider; and (3) must submit to the center within 30 days, a medical statement, signed and dated by a licensed physician or other health care professional, verifying that I am in good mental, physical and emotional health appropriate to my position. This statement must indicate when subsequent medical statements are required.

**FINGERPRINTING:** Employees must arrange for a complete set of fingerprints, which will be submitted to Colorado Bureau of Investigation (FBI and Central Registry Inquiry). I understand that I must submit my fingerprints to the center within one week after employment and if the official report indicates I have on record a child-related conviction, Brush UMC Head Start may have the basis to terminate my employment.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_