



**Job Title:** Early Head Start - Associate Teacher

**Wage/Hour Status:** Non Exempt

**Reports To:** Principal/Designee

**Pay Grade:** Clerical Paraprofessional - 5

**Dept./School:** Crockett Early Head Start

**Revised:** 4/9/2024

**Primary Purpose:**

The role of the Mentor Associate Teacher is to develop, implement, direct, and evaluate the assigned content area plan and services in compliance with federal performance standards.

**Qualifications:**

**Education/Certification:**

- High School diploma or equivalency
- Training appropriate for assigned content area
- A.A. degree (depending on content area assigned)
- Pediatric CPR and first aide certified

**Special Knowledge/Skills:**

- Communication and interpersonal skills
- Knowledge/skills appropriate to assigned content area
- Computer and software knowledge
- Excellent organizational skills

**Experience:**

- 1 - 2 years experience in providing services related to the content area

**Performance Responsibilities and Duties:**

**General**

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.
- Attend staff meetings, professional development, conferences, and seminars as necessary.
- Supervise and train volunteers.
- Provide information for budget preparation.
- Maintain compliance with AISD, and HS/EHS policies and procedures as well as other funding agency requirements.
- Ensure compliance with all AISD, Child Care Regulations, Federal Performance Standards, and other program guidelines pertaining to the content area.
- Anyone who works for Start/Early Head Start Program has the primary responsibility for the health and safety of children, staff, parents, and volunteers.
- Project enthusiasm for program goals, philosophy, relationships, and job responsibilities.
- Cooperative and friendly toward co-workers and everyone else employee comes in contact.
- Maintain a regular daily work schedule to ensure continuity of care for families and children.
- Provide on-going communication with and serve as a role-model for families with sensitivity to cultural differences.
- Assist in the program assessment process and self-assessment as requested.



- Work in partnership with all content areas to ensure integration and continuity of quality services to children and families.
- Performs other duties as assigned by the EHS Director & EHS Assistant Director

**Other- Content Area Specific:**

- Keep proper records and documentation to track and report student and progress. Submit reports as required.
- Plan, direct, provide and evaluate the learning experiences of the children using developmentally appropriate practices with an emphasis on Conscious Discipline.
- Help to ensure set up and maintenance of an environment in the classroom that is appropriate to children's developmental needs.
- Recruit and involve parents as volunteers and as partners in the teaching process.
- Preparation and implementation of daily lesson plans and assemble materials to be used.
- Serve as a leader and mentor for the community.
- Be responsible for management of the classroom and outside environment including Record keeping, organization, safety, sanitation, while mentoring teachers, etc.
- Interact with the children modeling soft voice, positive attitude, patience, neatness, and enthusiasm.
- Serve on committees as appropriate.
- Participate in team meetings with other teachers, community, and other staff.
- If bilingual, assist children having difficulty with English as a second language.
- Work closely with classroom teaching partner in developing effective classroom management techniques and clear and consistent communication strategies when necessary
- Maintain a written and verbal communication system with the administration and staff.
- Work closely with Family Advocates and HS/EHS children and families through effective communication strategies
- Work toward an associate degree in child development if not already degreed.
- Maintain annual training in Pediatric CPR/First Aid, Shaken Baby Syndrome, Child Abuse, Blood Borne Pathogens, Early Brain Development, Sudden Infant Death Syndrome, Early Brain Development and any other required training by Child Care Licensing or funding agency.
- Use of GOLD and Creative Curriculum activities and the aggregation and disaggregation of data.
- Keep timely, clear, and accurate documentation of children's records, and CACFP

**Supervisory Responsibilities:**

- Children, aides, and volunteers

**WORKING CONDITIONS:**

**TOOLS & EQUIPMENT:** Computer, printer, calculator, tablet, copier, fax machine, laminator, phone, digital camera, and fire extinguisher

**MENTAL DEMANDS:** Work with frequent interruptions  
Maintain emotional **control**

**PHYSICAL DEMANDS:** Lift and carry up to 50 pounds  
Ability to sit or stand for prolonged periods of time  
Ability to walk, climb, balance, stoop, and kneel  
Repetitive hand motions



Hear well  
Speak clearly  
Visual acuity  
Distinguish colors  
Driving personal vehicle as needed

**ENVIRONMENTAL FACTORS:** Exposure to biological and chemical hazards  
Contact with children who are ill and/or possibly contagious  
Contact with chemicals to clean and sanitize equipment and facility

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**Pay Grade:** Clerical Paraprofessional - 5

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*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

*The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.*