DULUTH PUBLIC SCHOOLS

CLASSIFICATION DESCRIPTION

TITLE: Instructional Assistant – Head Start

Title of Immediate Supervisor: Head Start Teacher	**Department:** Office of Head Start	**FLSA Status**: Non-Exempt
Accountable For (Job Titles):		**Pay Grade Assignment**: Instructional Assistants, Addendum A, Wages

General Summary or Purpose Of Job:

Assists teachers, other licensed staff, and parents with the educational and social activities, as well as the care and feeding of Head Start school age children. Assists in creating an appropriate educational environment for children.

DUTY NO.	**ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Accomplishes Head Start goals by assisting teachers with all classroom activities, including health, special needs, educational, multicultural, and so forth. Effectively mainstreams children with special needs. Implements all federal, State, and local regulations and performance standards as required by Head Start.	Daily 40%
2.	Assists children in performing daily tasks, such as self-help skills, which include dressing, bathroom skills, hand washing and so forth. Assists with child/parent separation issues. Provides first aid, when needed. Assists with children's bathroom needs. Changes children's clothes, as well as diapers, as required.	Daily 30%
3.	Includes parents in accomplishing Head Start objectives by accompanying teachers on home visits, participating in conferences, and by communicating with them by telephone and in classroom settings.	Daily 20%
4.	Performs other miscellaneous duties such as records absences, reasons for absence, completes transportation records, reporting on children's health conditions and the number of children eating various meals, copying and filing papers. Orders and receives food and supplies; submits storeroom orders. Participates in staff, team, or site committee meetings, as appropriate.	Daily 10%
5.	Performs other duties of a comparable level or type.	As required.

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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED certificate and Child Development Associate (CDA) credential; be enrolled in a CDA credential program that will be completed within two years; Or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to a degree (as of September 30, 2013).

Certification or Licensing Requirements (prior to job entry):

Driver's license issued by the State of Minnesota.

Knowledge Requirements:

Requires knowledge of:

- Child development and parenting.
- General understanding of Head Start programs and performance standards.
- Understanding of age-appropriate activities.
- CPR and first aid certification.
- Public health rules regarding maintaining sanitary and safe conditions in a classroom or similar educational setting.
- Understanding of cultural diversity and poverty.
- Basic mathematics and some familiarity with mathematics materials, curriculum, and instructional techniques.

Skill Requirements:

Skilled in:

- Verbal and listening communications, especially with parents and teachers.
- Good interpersonal relations, organizational and decision-making skills.
- Basic artistic and creative areas, as related to children's activities.
- Maintaining a safe and organized classroom and bulletin boards.
- Assessing the needs of each child.
- Assisting with the mainstreaming of special needs children.
- Interacting in a positive manner with children, and skilled in appropriate intervention procedures.
- Purchasing/ordering food and supplies for a classroom situation.
- Using laminating, copying machines and computer literacy.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit			√	

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Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under classroom or school conditions and there are generally minimal environmental risks or disagreeable conditions associated with the work. However, on occasion there may be some exposure to bus fumes or chlorine bleach.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

There is frequent physical interaction with children, such as running with them, picking them up, sitting on the floor with them, diapering and changing clothes.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

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Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting
Revised due to Statutory Degree and Credentialing Requirement for Head Start staff by the US Department of Health and Human Services, with a review by ISD 709 Human Resources Manager on 1/30/2013.