

### ***Educational Assistant—Head Start***

<b><i>SPA License Status:</i></b>	<i>Licensed/Contract</i>
<b><i>SPA Probation:</i></b>	<i>One Year</i>
<b><i>FLSA Status:</i></b>	<i>Non-Exempt</i>
<b><i>Supervisor:</i></b>	Principal (Building Supervisor) and Executive Director of Early Childhood (Program Supervisor)
<b><i>Supervises:</i></b>	<i>None</i>
<b><i>Salary Schedule:</i></b>	<i>Paraprofessional Salary Schedule</i>
<b><i>Terms of Employment:</i></b>	<i>7 hours / 9 months</i>
<b><i>Job Goal:</i></b>	<i>To provide instructional assistance to the students being served by the Head Start Program.</i>

#### ***Minimum Qualifications***

- 1. An Associate Degree in Early Childhood Education, or progress towards one, is required. You must submit transcripts and grades each semester to demonstrate advancement, with a minimum of 6 credit hours per semester or 12 credit hours per school year. The degree must be completed within two years of hire*
- 2. Ability to obtain a level three license issued by the NM Public Education Department (NMPED). (Requirements for Level 3 Education Assistant License <https://webnew.ped.state.nm.us/bureaus/licensure/licensure-requirements/education-assistant-pre-k-12/> )*

#### ***Preferred Qualifications***

- 1. Bilingual and Bi literate in English and Spanish*

#### ***Job Duties***

- 1. Implement and adhere to all the Head Start Performance Standards; the Head Start Act and the LCPS Head Start School Readiness Plan and Title I requirements, if applicable.*
- 2. Serve under direction of the teacher in an assistant's role to implement the age-appropriate skills of the students.*
- 3. Support students in developmentally appropriate activities to promote growth in all early childhood domains.*
- 4. Facilitate small group activities in the classroom under the direction of the teacher.*
- 5. Assist in providing an appropriate learning environment with age-appropriate materials.*
- 6. Assist teacher in conducting screenings and assessing all children.*
- 7. Assist teacher with all specials including field trips when deemed appropriate.*

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8. Assist and maintain records as requested by the classroom teacher.
9. Assist in establishing parent/school communication.
10. Assist with playground supervision.
11. Assist with clean-up routines as directed.
12. Participate in Monday Meetings, professional development trainings, home visits and parent-teacher conferences.
13. Develop and complete a Professional Development Plan and log three times per year. Documentation and forms are submitted to the Program Director.
14. Extend skills by attending appropriate in-service workshops and staff meetings as required.
15. Participate in Program recruitment process.
16. Utilize technology to perform job requirements.
17. Complete required Head Start documentation in a timely manner.
18. Attends required professional development trainings.
19. Agrees to fulfill performance responsibilities in assigned location(s).
20. Adhere to educational guidelines as defined by the New Mexico Public Education Department.
21. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
22. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
23. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
24. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
25. Working after contract hours may be required.
26. Perform such other tasks as may be assigned within the parameters of the job description and job analysis.

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**WORKER TRAITS—Aptitudes**

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

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**MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS**

Various machines, equipment, and work tools commensurate with the responsibilities of the job and scope of work.

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**EVALUATION**

*Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.*

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*I accept this position offered and agree to the above job description.*

*Print Name*\_\_\_\_\_

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

*Approved By*\_\_\_\_\_ *Date*\_\_\_\_\_

