



Job Title: Center Administrator
Department: Office of Head Start/Early Head Start
Funding Source/Program: HS/EHS
FLSA Status: Exempt
Compensation Level: Level 6
Supervisory Responsibilities: Yes
Reporting To: Operations Support Manager
Date Prepared: 04/13/2015
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to be responsible for the total operation of assigned center(s) including but not limited to administrative tasks, compliance with all standards and regulations, staff management, parent and community relations and collaboration with all content areas while actively and consistently striving to provide an exemplary innovative program that provides comprehensive, high quality services through commitment and leadership to empower the whole child and family by partnering with family, staff and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow agency and center's operation procedures and ensure efficient daily operations in center(s).
- Ensure all operations are in compliance with Head Start Performance Standards and all State and Local regulations applicable to center.
- Ensure all records and information required on children, staff and program operation are accurate and up to date.
- Ensure all staff members abide by the "Confidentiality Policy" when dealing with children, families, staff and program records and information.
- Safeguard center's property by ensuring that all equipment and materials are properly used and maintained.
- Supervise all staff members assigned to center, evaluate staff's performance frequently and offer training and/or support accordingly.
- Conduct formal performance appraisal during established, appropriate timeframes.
- Conduct regular staff meetings, ensuring staff members are abreast of Agency's latest information
- Collaborate with all content area specialists who are assigned to serve the center's children, families, and facility.
- Follow Collaboration Agreement with local school districts and/or agencies, if applicable.
- Assist in recruiting and monitoring/mentoring volunteers.
- Complete required administrative tasks and submit reports accurately and on time.
- Keep supervisor(s) informed regarding center's operations and status through oral and written communication.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

ESSENTIAL TRAITS/COMPENTENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience

Bachelor's Degree required in Early Childhood Development, Elementary Education, or related field. Minimum of one (1) year early childhood education / management experience. Knowledge of issues of low-income families, especially minority groups. Experience in working with children, preferably birth to five years. Experience in Head Start/Early Head Start preferred. Knowledge of adult learning styles and successful approaches to adult learning. Training experience desirable in large and small group settings. Ability to meet Texas Department of Family and Protective Services Childcare Director's Certification requirements as follows; *A bachelor's degree with twelve (12) college credit hours in child development and six (6) college hours in business management and at least one (1) year of experience in a licensed child-care center.*

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills:

Intermediate to advanced math skills required.

Computer Skills:

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications:

Must be able to provide reliable transportation.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employee may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually noisy to very noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: _____

Revision Date: _____

I have received, reviewed, and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Assistant Center Administrator
Department: Office of Head Start/Early Head Start
Funding Source/Program: HS/EHS
FLSA Status: Exempt
Compensation Level: Level 5
Supervisory Responsibilities: Yes
Reporting To: Center Administrator
Date Prepared: 04/13/2015
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to be responsible for the total operation of assigned center(s) including but not limited to administrative tasks, compliance with all standards and regulations, staff management, parent and community relations and collaboration with all content areas while actively and consistently striving to provide an exemplary innovative program that provides comprehensive, high quality services through commitment and leadership to empower the whole child and family by partnering with family, staff and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow agency and center's operation procedures and ensure efficient daily operations in center(s).
- Ensure all operations are in compliance with Head Start Performance Standards and all State and Local regulations applicable to center.
- Ensure all records and information required on children, staff and program operation are accurate and up to date.
- Ensure all staff members abide by the "Confidentiality Policy" when dealing with children, families, staff and program records and information.
- Safeguard center's property by ensuring that all equipment and materials are properly used and maintained.
- Supervise all staff members assigned to center, evaluate staff's performance frequently and offer training and/or support accordingly.
- Conduct formal performance appraisal during established, appropriate timeframes.
- Conduct regular staff meetings, ensuring staff members are abreast of Agency's latest information
- Collaborate with all content area specialists who are assigned to serve the center's children, families, and facility.
- Follow Collaboration Agreement with local school districts and/or agencies, if applicable.
- Assist in recruiting and monitoring/mentoring volunteers.
- Complete required administrative tasks and submit reports accurately and on time.
- Keep supervisor(s) informed regarding center's operations and status through oral and written communication.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

ESSENTIAL TRAITS/COMPENTENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience:

Bachelor's Degree required in Early Childhood Development, Elementary Education, or related field. Minimum of one (1) year early childhood education / management experience. Knowledge of issues of low-income families, especially minority groups. Experience in working with children, preferably birth to five years. Experience in Head Start/Early Head Start preferred. Knowledge of adult learning styles and successful approaches to adult learning. Training experience desirable in large and small group settings. Ability to meet Texas Department of Family and Protective Services Childcare Director's Certification requirements as follows; *A bachelor's degree with twelve (12) college credit hours in child development and six (6) college hours in business management and at least one (1) year of experience in a licensed child-care center.*

Communication Skills:

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills:

Intermediate to advanced math skills required.

Computer Skills:

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications:

Must be able to provide reliable transportation.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employee may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually noisy to very noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: _____

Revision Date: _____

I have received, reviewed, and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Family Service Specialist
Department: Office of Head Start/Early Head Start
Funding Source: HS/EHS
FLSA Status: Exempt
Compensation Level: Level 5
Supervisory Responsibilities: No
Reporting To: Center Administrator
Date Prepared: 11/30/2017
Revision Date: 09/01/2022

POSITION SUMMARY:

The primary scope of this position to implement an exemplary innovative system of family support services and community engagement for both the Head Start and Early Head Start Programs in compliance with the Head Start Performance standards and all other regulatory requirements. Family Service Specialists are responsible to provide comprehensive high-quality services through commitment and leadership that empowers the whole child, whole family through partnering with the family, staff, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Head Start Performance Standard 1302.92):

- Demonstrate knowledge of GCCSA Head Start/Early Head Start's mission, goals, policies, and procedures.
- Demonstrate knowledge of Head Start Performance Standards, Head Start Parent, Family and Community Engagement Framework, and Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Management system and other regulatory requirements.
- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Coordinate, communicate and collaborate with the Family Empowerment Specialist and Center Administrator to identify the needs and concerns at the centers, to effectively address any concerns, ensuring positive, goal-oriented relationships with children, families, and staff.
- Communicate and collaborate with all Content Area Managers, Specialists, and other program staff to ensure integration of all Head Start/Early Head Start services
- Monitor data base system to ensure required tasks and supporting documentation are completed timely and accurately including case notes, Individual Family Partnership Agreements, applications, admissions/enrollments, etc.
- Attend in-service trainings, orientations, workshops, and seminars as designated
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

Eligibility, Recruitment, Selection, Enrollment, and Attendance (Head Start Performance Standard 1302.10-1302.16)

- Adhere to all Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) standards and GCCSA policies and procedures.
- Determine, verify, and document eligibility
- Monitor data base system reports for any discrepancies pertaining to ERSEA.
- Achieve full enrollment the first day of school and maintain full enrollment throughout the school year.
- Maintain a health waitlist.
- Participate in year-round recruitment.
- Monitor children attendance and document in database system.

Family Engagement (Head Start Performance Standard 1302.50)

- Integrate a family engagement approach to engage parents and family in the child's learning and development, support parent-child relationships with specific strategies for father engagement at the center and home-based programs and related activities.
- Work in partnership with other program staff to coordinate activities in the delivery of social services.
- Work with Program Governance Specialist to develop a strong volunteer program at the center.
- Adhere to case management model and procedure including, timely and accurate documentation, confidentiality at all times, identification of family strengths and needs and individualized family partnership agreements.
- Ensure individualized family partnership agreements, follow up and referrals are entered in database system completely, accurately, and timely.

Community Partnerships (Head Start Performance Standard 1302.53):

- Assist and collaborate in establishing partnerships with community organizations that may include Health providers, agencies that provide services to children with disabilities, child protective services, educational and cultural institutions, housing assistance agencies, domestic violence prevention and support providers, and other organizations or business that may provide support and resources to families.
- Be knowledgeable of community resources within the service area and how to access the services to ensure that all families are linked to all needed services.

Policy Council and Policy Committee (Head Start Performance Standard 1301.3 – 1301.4) In-Kind (Head Start Performance Standard (Head Start Performance Standard 1303.4) Transitions (Head Start Performance Standard 1302.70 – 1302.72):

- Provide support to Policy Council and Policy Council Committees and ensure that the representative and alternate from the center attend meetings regularly.
- Establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.
- Ensure that in-kind is generated from the center.
- Provide a seamless transition in, transition out and transition between programs.

ESSENTIAL TRAITS/COMPENTENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

High School Diploma or General Education Degree (GED), Associate Degree preferred. At least one year experience in a similar or comparable position. Knowledge of problems of low-income families and minority groups; experience in Head Start/Early Head Start preferred.

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills

Basic math skills required.

Computer Skills

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications

Ability to travel to multiple locations. Must be able to attain a Family Development Credential (FDC) within 24 months of hire. Must be able to provide reliable transportation and have the ability to travel to multiple locations.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employees may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. The employee must be able to lift items from the floor up to 50 pounds, reach overhead and to the floor. The Early Head Start Employee must be able to lift items from the floor up to 30 pounds, reach overhead and to the floor.

The work environment is that which is typical of an office and classroom setting. The noise level in the environment is usually moderately noisy to very loud and noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: _____

Revision Date: _____

I have received, reviewed, and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Special Services Specialist
Department: Office of Head Start/Early Head Start
Funding Source/Program: HS/EHS
Supervisory Responsibilities: No
FSLA Status: Exempt
Compensation Level: Level 5
Reporting to: Special Services Manager
Date Prepared: 2/06/2012
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to provide comprehensive and high-quality support to Head Start and Early Head Start families with children who are suspected or identified with special needs. The Special Services Specialist (SSS) will work closely with parents, center staff, local education agencies, community agencies, and private providers to ensure they are able to obtain services through the local education agency (LEA). The SSS will assist families with social and emotional concerns that may arise with infants, toddlers, and pregnant mothers. The Special Services Specialist will follow the Head Start/ Early Head Start Program Performance Standards, Head Start Act, Agency Policies and Procedures and other Federal, State, and grantee guidelines

ESSENTIAL DUTIES AND RESPONSIBILITIES: 1302 Subpart F—Additional Services for Children with Disabilities and 1302.45 Child Mental Health and Social and Emotional Well-Being

- Provide a full range of disability/mental health service options necessary to meet Head Start/Early Head Start children's needs.
- Coordinate evaluation and services for children who have an identified or suspected disability with Local Education Agency (LEA) and or provider.
- Help parents understand the LEA's referral, evaluation, and service timelines required under state and federal law. Provide parent with the tools on how to advocate for their children under the IDEA and how to access mental health and or disability services in their community.
- Setup on going meeting with the LEA and participate in the development of Individualized Education Plan (IEP) when requested by the child's parents. Ensure individualization of Head Start / Early Head Start children with mental health and disability needs.
- Must ensure that children with an identified disability have their Annual Review and Dismissal (ARD) / IEP documents are current and reviewed with collaborating partners, center staff and other content area Specialist.
- Work with collaborating partners, center staff, and content area specialist to ensure that children with IEP under IDEA are being supported and the children have fully participated in all program activities and services.
- Support and assist teaching staff as they implement individualized activities for children with identified/ suspected disabilities and mental health-related activities in the Head Start /Early Head Start classrooms.
- Conduct site based multidisciplinary team (MDT) staffing/meeting for children who has severe or multiple disabilities to meet the needs of children with disabilities and provide individualized services and supports to center staff and parents.
- Establish and monitor mental health/disabilities activities in the classroom and facilitate mental health/disabilities training for parent and staff throughout the Head Start/Early Head Start program year.

- Coordinate and track services to the local education agencies and/or other service providers in the community for Head Start/Early Head Start children with identified or suspected disabilities or mental health needs.
- Assist Special Services Manager with recruiting qualified (degreed, certified and/or licensed) professionals to provide mental health and disabilities services (evaluations, screening, assessments for diagnosing, training, coordinating, and facilitating on-going training for all staff and parents etc).
- Collaborate with content areas departments, center staff, and parents to implement a transition plan for children that are suspected or identified with special needs to an appropriate placement or into the public schools in a timely matter.
- Document progress and follow ups for children who have an identified or suspected disability in the agency's electronic data system, maintain supporting documentations in the student folders (communication with families, collaborating partners, center staff, and content area specialist about services, resources, referrals, and collaborate with community agencies).
- Review children's folders for any mental health or developmental concerns noted on screeners, assessments, or other documentation pertaining parents, teachers, and or any certified/licensed professional concerns.
- Assist the Special Services Manager in updating and implement procedures to be consistent with the Head Start requirements, coordinating, mental health classrooms/individual observations, facilitating on-going training/workshops/meeting for staff and parents pertaining to typical and atypical behavior, developmental and special projects.
- Provide weekly support to center staff, attend all required meetings, trainings, orientations, and meet the department deadlines. (Providers Services Summary forms, Head Start Disability Tracking log, Outlook calendar, reports, ongoing monitoring, follow-up timeline, etc.)
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

ESSENTIAL TRAITS/COMPENTENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must treat all people with respect and dignity while working with integrity.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience

Bachelor's degree from an accredited university in Special Education, Early Childhood Education, Psychology, Social Work, or another related field. Combination of lesser education with strong proven experience may be considered. Minimum of three (3) years experience working with children with disabilities and their families is required. Experience in working with special education programs in school setting/districts and/or Early Childhood Intervention programs preferred.

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills

Basic math skills required.

Computer Skills

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications

Must be able to provide reliable transportation and have the ability to travel to multiple locations.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employees may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of an office and childcare center/classroom setting. The noise level in the environment is usually quiet to very noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: _____

Revision Date: _____

I have received, reviewed, and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Early Head Start Teacher II
Department: Office of Head Start/Early Head Start
Funding Source: EHS
FLSA Status: Nonexempt
Compensation Level: Level 2
Supervisory Responsibilities: No
Reporting To: Center Administrator
Date Prepared: 02/17/2012
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to plan and implement high-quality early education and child development services to Early Head Start (EHS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30 Purpose

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies, and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes, and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments, and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.
- Teaching and Learning Environment - Head Start Performance Standard 1302.31
- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for infants and toddlers.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data.
- Assess infants and toddlers assigned to their classroom and demonstrate their knowledge, developmental stages, individual differences, and cultural background.
- Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:
 - Communicate and collaborate with parents to engage them in their child (ren)'s learning.
 - Conduct at least two home visits and at least two parent-teacher conferences per family per program year.
- Training and Professional Development - Head Start Performance Standard 1302.92:
 - Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
 - Participate in coaching opportunities, including observation and feedback sessions.

ESSENTIAL TRAITS/COMPETENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience

Associate degree in Early Childhood Education/Child Development, required; or associate degree in any major with a CDA with an infant and toddler endorsement. Six (6) months in a similar position working with infants and toddlers. Must be able to supervise and interact with a group of 4 - 8 infants and toddlers both indoors and outdoors.

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills

Basic math skills required.

Computer Skills

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications

Must be able to provide reliable transportation.

Physical Demands & Work Environment

Safety is one of our core company values. When necessary, employees may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 30 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: _____

Revision Date: _____

I have received, reviewed, and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at any time according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Early Head Start Teacher III
Department: Office of Head Start/Early Head Start
Funding Source: EHS
FLSA Status: Nonexempt
Compensation Level: Level 4
Supervisory Responsibilities: None
Reporting To: Center Administrator
Date Prepared: 02/17/2012
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to plan and implement high-quality early education and child development services to Early Head Start (EHS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30 Purpose:

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies, and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes, and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments, and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

Teaching and Learning Environment - Head Start Performance Standard 1302.31

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.

- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for infants and toddlers.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data.
- Assess infants and toddlers assigned to their classroom and demonstrate their knowledge, developmental stages, individual differences, and cultural background.

Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

Training and Professional Development - Head Start Performance Standard 1302.92

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

ESSENTIAL TRAITS/COMPETENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience

Bachelor's degree required, emphasis in Early Childhood Education/Child Development Preferred or at least 18 credits in Early Childhood Education. Six (6) months in a similar position working with infants and toddlers. General Education Development and able to supervise and interact with a group of 4-8 infants and toddlers.

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills

Basic math skills required.

Computer Skills

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications

Must be able to provide reliable transportation.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employees may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 30 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: _____

Revision Date: _____

I have received, reviewed, and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at any time according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Head Start Teacher II
Department: Office of Head Start/Early Head Start
Funding Source: HS
FLSA Status: Nonexempt
Compensation Level: Level 2
Supervisory Responsibilities: No
Reporting To: Center Administrator
Date Prepared: 02/17/2012
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to plan and implement high-quality early education and child development services to Early Head Start (EHS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30 Purpose

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies, and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes, and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments, and anecdotal notes
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

Teaching and Learning Environment - Head Start Performance Standard 1302.31

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for infants and toddlers.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Assess infants and toddlers assigned to their classroom and demonstrate their knowledge, developmental stages, individual differences, and cultural background.

Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

Training and Professional Development - Head Start Performance Standard 1302.92

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

ESSENTIAL TRAITS/COMPETENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience

Associate degree in Early Childhood Education/Child Development, required; or associate degree in any major with at least 12 credits in Early Childhood Education/Child Development. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills

Basic math skills required.

Computer Skills

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications

Must be able to provide reliable transportation.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employees may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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Revision Date: _____

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I further understand that my job duties may change at any time according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Head Start Teacher III
Department: Office of Head Start/Early Head Start
Funding Source: HS
FLSA Status: Nonexempt
Compensation Level: Level 4
Supervisory Responsibilities: No
Reporting To: Center Administrator
Date Prepared: 02/17/2012
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to plan and implement high-quality early education and child development services to Head Start (HS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30 Purpose:

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies, and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes, and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Provide leadership and direction to Teacher Assistants and/or Teacher Aides assigned to their classroom.
- Ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, developmental screeners, parent conferences, assessments, and anecdotal notes
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

Teaching and Learning Environment - Head Start Performance Standard 1302.31

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Set up and implement a well-organized classroom that is developmentally appropriate and inviting for pre-school age children.
- Safeguard the equipment and materials assigned to classrooms to ensure adequate supplies are available for all children.

Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment

- Develop and implement weekly lesson plans that include planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Assess children assigned to their classroom and demonstrate the child's knowledge, developmental stages, individual differences, and cultural background.

Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Conduct at least two home visits and at least two parent-teacher conferences per family per program year.

Training and Professional Development - Head Start Performance Standard 1302.92:

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

ESSENTIAL TRAITS/COMPETENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.

- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience

Bachelor's degree in Early Childhood Education/Child Development Preferred or at least 12 credits in Early Childhood Education. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills

Basic math skills required.

Computer Skills

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications

Must be able to provide reliable transportation.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employees may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: _____

I have received, reviewed, and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Head Start Teacher Assistant
Department: Office of Head Start/Early Head Start
Funding Source: HS
FLSA Status: Nonexempt
Compensation Level: Level 1
Supervisory Responsibilities: No
Reporting To: Center Administrator
Date Prepared: 02/17/2012
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to plan and implement high-quality early education and child development services to Head Start (HS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30 Purpose:

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies, and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes, and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Work with teacher to ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, parent conferences, developmental screeners, assessments, and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

Teaching and Learning Environment - Head Start Performance Standard 1302.31

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Work with the teacher to set up and implement a well-organized classroom that is developmentally appropriate and inviting for pre-school age children.
- Work with the teacher to safeguard the equipment and materials assigned to classrooms, ensuring adequate supplies are available for all children.

Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment

- Work with the teacher to develop and implement weekly lesson plans that included planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Work with the teacher assess children assigned to their classroom and demonstrate the child's knowledge, developmental stages, individual differences, and cultural background.

Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Participate in at least two home visits per family per program year.

Training and Professional Development - Head Start Performance Standard 1302.92:

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

ESSENTIAL TRAITS/COMPENTENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.

- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience

High School Diploma or General Education Development and Child Development Associate (CDA) credential. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills

Basic math skills required.

Computer Skills

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications

Must be able to provide reliable transportation.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employees may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 50 pounds, reach overhead and to the floor

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the Job Description for my position:

Position: _____

Revision Date: _____

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I further understand that my job duties may change at any time according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)



Job Title: Head Start Teacher Aide
Department: Office of Head Start/Early Head Start
Funding Source: HS/EHS
FLSA Status: Nonexempt
Compensation Level: Level 1
Supervisory Responsibilities: No
Reporting To: Center Administrator
Date Prepared: 02/17/2012
Revision Date: 09/01/2022

POSITION SUMMARY

The primary scope of this position is to plan and implement high-quality early education and child development services to Head Start (HS) children including children with disabilities. This position is responsible for the implementation of the Head Start Performance Standards and all other regulatory requirements for their assigned classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Head Start Performance Standard 1302.30 Purpose:

- Demonstrate knowledge of Gulf Coast Community Services Association (GCCSA) mission, goals, policies, and procedures.
- Demonstrate knowledge of Head Start's Performance Standards, Early Learning Outcomes, and other regulatory requirements.
- Communicate and collaborate with Child Development Specialists and all content area staff to implement services that meet the needs of children and families assigned to their classroom.
- Communicate and collaborate with teaching staff, substitutes and volunteers to implement services that meet the needs of children and their families assigned to their respective classrooms.
- Work with teacher to ensure required tasks and supporting documentation are completed timely and accurately including but not limited to home visits, parent conferences, developmental screeners, assessments, and anecdotal notes.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

Teaching and Learning Environment - Head Start Performance Standard 1302.31

- Demonstrate responsive care, effective teaching practices, including the implementation of positive strategies to support children's well-being, and prevent and address challenging behaviors.
- Ensure children's health and safety are in accordance with all regulations.
- Work with the teacher to set up and implement a well-organized classroom that is developmentally appropriate and inviting for pre-school age children.
- Work with the teacher to safeguard the equipment and materials assigned to classrooms, ensuring adequate supplies are available for all children.

Curriculum and Assessment - Head Start Performance Standard 1302.32 Curricula and 1302.33 Child Screenings and Assessment

- Work with the teacher to develop and implement weekly lesson plans that included planned and appropriate activities that align with the developmental progressions described in the Head Start Early Learning Outcomes Framework and are based on relevant child assessment data
- Work with the teacher to assess children assigned to their classroom and demonstrate the child's knowledge, developmental stages, individual differences, and cultural background.

Parent and Family Engagement - Head Start Performance Standard 1302.34 Parent and Family Engagement in Education and Child Development Services:

- Communicate and collaborate with parents to engage them in their child (ren)'s learning.
- Participate in at least two home visits per family per program year.

Training and Professional Development - Head Start Performance Standard 1302.92:

- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.
- Participate in coaching opportunities, including observation and feedback sessions.

ESSENTIAL TRAITS/COMPETENCIES

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.

- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education/Experience

High School Diploma or General Education Development (GED). Must complete and obtain a Child Development Credential (CDA) within 24 months of hire. Six (6) months in a similar position working with pre-school aged children and able to supervise and interact with a group of 15-20 preschool children.

Communication Skills

Must have the ability to read and comprehend intermediate to complex instructions. Able to write concise, logical, and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues, and staff to ensure consistency and proper procedure implementation.

Mathematical Skills

Basic math skills required.

Computer Skills

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

Licensing/Certifications

Must be able to provide reliable transportation.

Physical Demands & Work Environment:

Safety is one of our core company values. When necessary, employees may be required to wear personal protective equipment (PPE). The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may regularly be required to talk and hear. The employee is frequently required to sit and use hands. Additionally, the employee is required to stand and walk. Employee must be able to lift items from the floor up to 50 pounds, reach overhead and to the floor

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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Revision Date: _____

I have received, reviewed, and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at any time according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

Employee's Signature

Date

Employee's Name (please print)