



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: Assistant Center Administrator
DEPARTMENT: Office of Head Start/Early Head Start
REPORTS TO: Operations Support Manager
SUPERVISORY RESPONSIBILITIES: Yes
FAIR LABOR STANDARDS ACT STATUS: Exempt
COMPENSATION LEVEL: Level 5
FUNDING SOURCE/PROGRAM: Head Start/Early Head Start Grant

POSITION SUMMARY

The primary scope of this position is to support and assist in 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

- Responsible for supporting and assisting in following agency and center's operation procedures and ensure efficient daily operations in center(s).
- Assist in ensuring all operations are in compliance with Head Start Performance Standards and all State and Local regulations applicable to center.
- Assist in ensuring all records and information required on children, staff and program operation are accurate and up to date.
- Assist in ensuring all staff members abide by the "Confidentiality Policy" when dealing with children, families, staff and program records and information.
- Assist in safeguarding the center's property by ensuring that all equipment and materials are properly used and maintained.
- Assist in supervising all staff members assigned to center, evaluate staff's performance frequently and offer training and/or support accordingly.
- Assist in conducting formal performance appraisal during established, appropriate timeframes.
- Assist in conducting regular staff meetings, ensuring staff members are abreast of Agency's latest information.
- Assist in collaborating with all content area specialists who are assigned to serve the center's children, families, and facility.
- Assist in following Collaboration Agreement with local school districts and/or agencies, if applicable.
- Assist in recruiting and monitoring/mentoring volunteers.
- Assist in completing required administrative tasks and submit reports accurately and on time.
- Assist in keeping supervisor(s) informed regarding the 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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED

- Have excellent communication and people skills and provide excellent customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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;
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, social media, and client-tracking software;
- Have effective leadership and organizational skills;
- Problem-solve effectively, and make data-driven decisions;
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards;
- Support and show respect for all colleagues regardless of gender, age, ethnicity, race, politics, religion, or beliefs;
- Promote a harassment-free environment;
- Be able to work independently or on teams in challenging work atmosphere;
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment;
- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment;
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders;
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct;
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team member (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- ✓ People-person
- ✓ Adaptable
- ✓ Self-starter
- ✓ Energetic
- ✓ Results-oriented
- ✓ Respectful
- ✓ Critical-Thinker
- ✓ Decisive
- ✓ Trustworthy
- ✓ Inclusive
- ✓ Servant-Leader

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. 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.

2. Licensing/Certifications

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.

3. Physical Demands

- remain in a stationary position at least 50% of the time;
- move about various locations to access office equipment;
- occasionally ascend/descend a ladder to assess and/or service equipment;
- observe details at close range;
- move items weighing up to 50 pounds;
- travel to and from assigned work locations;
- lift items from the floor up to 50 pounds;
- reach overhead and to the floor; and
- wear personal protective equipment, when necessary.

2. Travel Requirements

- Attend job related activities such as meetings, training, workshops, etc., both in and out of the service areas; and
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed.

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



GCCSA JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **Assistant Center Administrator**

Revision Date: **N/A**

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)



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: Center Administrator

DEPARTMENT: Office of Head Start/Early Head Start

REPORTS TO: Operations Support Manager

SUPERVISORY RESPONSIBILITIES: Yes

FAIR LABOR STANDARDS ACT STATUS: Exempt

COMPENSATION LEVEL: Level 6

FUNDING SOURCE: Head Start/Early Head Start Grant

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 the 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 the 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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED

- Have excellent communication and people skills and provide excellent customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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;
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, social media, and client-tracking software;
- Have effective leadership and organizational skills;
- Problem-solve effectively, and make data-driven decisions;
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards;
- Support and show respect for all colleagues regardless of gender, age, ethnicity, race, politics, religion, or beliefs;
- Promote a harassment-free environment;
- Be able to work independently or on teams in challenging work atmosphere;
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment;
- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment;
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders;
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct;
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

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VITAL TRAITS

- ✓ People-person
- ✓ Adaptable
- ✓ Self-starter
- ✓ Energetic
- ✓ Results-oriented
- ✓ Respectful
- ✓ Critical-Thinker
- ✓ Decisive
- ✓ Trustworthy
- ✓ Inclusive
- ✓ Servant-Leader

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. 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.

2. Licensing/Certifications

Possess Texas Department of Family and Protective Services Childcare Director's Certification or the ability to meet the 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.

3. Physical Demands

- remain in a stationary position at least 50% of the time;
- move about various locations to access office equipment;
- occasionally ascend/descend a ladder to assess and/or service equipment;
- observe details at close range;
- move items weighing up to 50 pounds;
- travel to and from assigned work locations;
- lift items from the floor up to 50 pounds;
- reach overhead and to the floor; and
- wear personal protective equipment, when necessary.

4. Travel Requirements

- a. Attend job related activities such as meetings, training, workshops, etc., both in and out of the service areas; and
- b. Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed.

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



GCCSA JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **Center Administrator**

Revision Date: **N/A**

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)



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: Early Head Start Teacher II

DEPARTMENT: Office of Head Start/Early Head Start

REPORTS TO: Center Administrator

SUPERVISORY RESPONSIBILITIES: No

FAIR LABOR STANDARDS ACT STATUS: Nonexempt

COMPENSATION LEVEL: Level 2

FUNDING SOURCE: Early Head Start Grant

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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED

- Have exceptional people skills and customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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.
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, and client-tracking software.
- Have effective leadership and organizational skills.
- Problem-solve effectively and make data-driven decisions.
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards.
- Promote a harassment-free environment.
- Be able to work independently or on teams in a challenging work atmosphere.
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders.
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct.
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team members (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- ✓ People-person
- ✓ Adaptable
- ✓ Self-starter
- ✓ Energetic
- ✓ Results-oriented
- ✓ Respectful
- ✓ Critical-Thinker
- ✓ Decisive
- ✓ Trustworthy
- ✓ Inclusive
- ✓ Servant-Leader

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. 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.

2. Physical Demands

- move about various locations to access office equipment.
- observe details at close range.
- move items weighing up to 30 pounds.
- travel to and from assigned work locations.
- lift items from the floor up to 30 pounds.
- reach overhead and to the floor; and
- wear personal protective equipment, when necessary.

3. Travel Requirements

- Attend job related activities such as meetings, training, workshops, etc., both in and out of the service areas;
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed.

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **EHS Teacher II**

Revision Date: **N/A**

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)



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: Early Head Start Teacher III

DEPARTMENT: Office of Head Start/Early Head Start

REPORTS TO: Center Administrator

SUPERVISORY RESPONSIBILITIES: No

FAIR LABOR STANDARDS ACT STATUS: Nonexempt

COMPENSATION LEVEL: Level 4

FUNDING SOURCE: Early Head Start Grant

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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED

- Have exceptional people skills and customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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.
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, and client-tracking software.
- Have effective leadership and organizational skills.
- Problem-solve effectively and make data-driven decisions.
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards.
- Promote a harassment-free environment.
- Be able to work independently or on teams in a challenging work atmosphere.
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders.
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct.
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team members (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- ✓ People-person
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- ✓ Self-starter
- ✓ Energetic
- ✓ Results-oriented
- ✓ Respectful
- ✓ Critical-Thinker
- ✓ Decisive
- ✓ Trustworthy
- ✓ Inclusive
- ✓ Servant-Leader

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. 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.

2. Physical Demands

- move about various locations to access office equipment.
- observe details at close range.
- move items weighing up to 30 pounds.
- travel to and from assigned work locations.
- lift items from the floor up to 30 pounds.
- reach overhead and to the floor; and
- wear personal protective equipment, when necessary.

3. Travel Requirements

- Attend job related activities such as meetings, training, workshops, etc., both in and out of the service areas;
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed.

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



GCCSA JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **EHS Teacher III**

Revision Date: **N/A**

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)



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: Head Start Teacher II

DEPARTMENT: Office of Head Start/Early Head Start

REPORTS TO: Center Administrator

SUPERVISORY RESPONSIBILITIES: No

FAIR LABOR STANDARDS ACT STATUS: Nonexempt

COMPENSATION LEVEL: Level 2

FUNDING SOURCE: Head Start / Early Head Start Grant

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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED:

- Have exceptional people skills and customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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;
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, and client-tracking software.
- Have effective leadership and organizational skills.
- Problem-solve effectively and make data-driven decisions.
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards.
- Promote a harassment-free environment.
- Be able to work independently or on teams in a challenging work atmosphere.
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders.
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct.
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team members (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- ✓ People-person
- ✓ Adaptable
- ✓ Self-starter
- ✓ Energetic
- ✓ Results-oriented
- ✓ Respectful
- ✓ Critical-Thinker
- ✓ Decisive
- ✓ Trustworthy
- ✓ Inclusive
- ✓ Servant-Leader

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. 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.

2. Physical Demands

- move about various locations to access office equipment.
- observe details at close range.
- move items weighing up to 30 pounds.
- travel to and from assigned work locations.
- lift items from the floor up to 30 pounds.
- reach overhead and to the floor; and
- wear personal protective equipment, when necessary.

3. Travel Requirements

- Attend job-related activities such as meetings, training, workshops, etc., both in and out of the service areas;
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed.

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **HS Teacher II**

Revision Date: **N/A**

I have received, reviewed, and fully understand the job description and all 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, Inc.

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)



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: Head Start Teacher III

DEPARTMENT: Office of Head Start/Early Head Start

REPORTS TO: Center Administrator

SUPERVISORY RESPONSIBILITIES: No

FAIR LABOR STANDARDS ACT STATUS: Nonexempt

COMPENSATION LEVEL: Level 4

FUNDING SOURCE: HS

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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED:

- Have exceptional people skills and customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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;
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, and client-tracking software.
- Have effective leadership and organizational skills.
- Problem-solve effectively and make data-driven decisions.
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards.
- Promote a harassment-free environment.
- Be able to work independently or on teams in a challenging work atmosphere.
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders.
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct.
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team members (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- ✓ People-person
- ✓ Adaptable
- ✓ Self-starter
- ✓ Energetic
- ✓ Results-oriented
- ✓ Respectful
- ✓ Critical-Thinker
- ✓ Decisive
- ✓ Trustworthy
- ✓ Inclusive
- ✓ Servant-Leader

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. 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.

2. Physical Demands

- move about various locations to access office equipment.
- observe details at close range.
- move items weighing up to 30 pounds.
- travel to and from assigned work locations.
- lift items from the floor up to 30 pounds.
- reach overhead and to the floor; and
- wear personal protective equipment, when necessary.

3. Travel Requirements

- Attend job-related activities such as meetings, training, workshops, etc., both in and out of the service areas.
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed.

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



GCCSA JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **HS Teacher III**

Revision Date: **N/A**

I have received, reviewed, and fully understand the job description and all 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, Inc.

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)



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: Early Head Start Teacher I
DEPARTMENT Office of Head Start/Early Head Start
REPORTS TO: Center Administrator
SUPERVISORY RESPONSIBILITY: None
FAIR LABOR STANDARDS ACT STATUS: Nonexempt
COMPENSATION LEVEL: Level 2
FUNDING SOURCE: EHS

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:

- 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.
- 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.
- Engage in appropriate
- Demonstrate responsive care, incorporate appropriate discipline and guidance strategies, 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.
- 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.
- 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.
- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.

- Participate in coaching opportunities, including observation and feedback sessions.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED

- Have exceptional people skills and customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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.
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, and client-tracking software.
- Have effective leadership and organizational skills.
- Problem-solve effectively and make data-driven decisions.
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards.
- Promote a harassment-free environment.
- Be able to work independently or on teams in a challenging work atmosphere.
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders.
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct.
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team members (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- | | |
|--------------------|--------------------|
| ✓ People-person | ✓ Critical-Thinker |
| ✓ Adaptable | ✓ Decisive |
| ✓ Self-starter | ✓ Trustworthy |
| ✓ Energetic | ✓ Inclusive |
| ✓ Results-oriented | ✓ Servant-Leader |
| ✓ Respectful | |

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. Education/Experience

Must have a High School Diploma or General Education Development (GED) and a Child Development Associate (CDA) Credential with Infant and Toddler Endorsement. Must have a minimum of 1 year experience in a licensed childcare facility working with infants and toddlers' birth to 36 months and able to supervise and interact with a group of 4-8 infants and toddlers.

2. Physical Demands

- move about various locations to access office equipment.
- observe details at close range.
- move items weighing up to 30 pounds.
- travel to and from assigned work locations.
- lift items from the floor up to 30 pounds.
- reach overhead and to the floor; and
- wear personal protective equipment, when necessary.

3. Travel Requirements

- Attend job related activities such as meetings, training, workshops, etc., both in and out of the service areas;
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed.

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



GCCSA JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **EHS Teacher I**

Revision Date: **N/A**

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 Inc.

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
REPORTS TO: Center Administrator
SUPERVISORY RESPONSIBILITIES: No
FAIR LABOR STANDARDS ACT STATUS: Non-Exempt
COMPENSATION LEVEL: Level 1
FUNDING SOURCE: Head Start / Early Head Start Grant

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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED

- Have excellent communication and people skills and provide excellent customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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;
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, social media, and client-tracking software;
- Have effective leadership and organizational skills;
- Problem-solve effectively, and make data-driven decisions;
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards;
- Support and show respect for all colleagues regardless of gender, age, ethnicity, race, politics, religion, or beliefs;
- Promote a harassment-free environment;
- Be able to work independently or on teams in challenging work atmosphere;
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment;
- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment;
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders;
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct;
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team member (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- ✓ People-person
- ✓ Adaptable
- ✓ Self-starter
- ✓ Energetic
- ✓ Results-oriented
- ✓ Respectful
- ✓ Critical-Thinker
- ✓ Decisive
- ✓ Trustworthy
- ✓ Inclusive
- ✓ Servant-Leader

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. Education/Experience

High School Diploma or General Education Development. Must complete and obtain a Child Development Credential (CDA) within 18 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.

2. Physical Demands

- remain in a stationary position at least 50% of the time;
- move about various locations to access office equipment;
- occasionally ascend/descend a ladder to assess and/or service equipment;
- observe details at close range;
- move items weighing up to 50 pounds;
- travel to and from assigned work locations;
- lift items from the floor up to 50 pounds;
- reach overhead and to the floor; and
- wear personal protective equipment, when necessary.

3. Travel Requirements

- Attend job related activities such as meetings, training, workshops, etc., both in and out of the service areas;
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



GCCSA JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **Head Start Teacher Aide**

Revision Date: **N/A**

By signing below, I am acknowledging the following:

- ✓ I have read the duties and responsibilities, skills, competencies, and requirements outlined in my job description.
- ✓ I fully understand what the expectations are pertaining to this position.
- ✓ I am aware that I am solely responsible for the satisfactory execution of the job duties and responsibilities described therein.
- ✓ I understand that my job duties and responsibilities may change at any time in accordance with GCCSA's needs.
- ✓ I understand that my performance appraisals will be based on my ability to accomplish the duties and responsibilities outlined in the job description.

Employee's Printed Name

Employee's Signature

Date



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: Head Start Teacher Assistant
DEPARTMENT: Office of Head Start/Early Head Start
REPORTS TO: Center Administrator
SUPERVISORY RESPONSIBILITIES: No
FAIR LABOR STANDARDS ACT STATUS: Non-Exempt
COMPENSATION LEVEL: Level 1
FUNDING SOURCE: Head Start / Early Head Start Grant

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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED

- Have excellent communication and people skills and provide excellent customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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;
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, social media, and client-tracking software;
- Have effective leadership and organizational skills;
- Problem-solve effectively, and make data-driven decisions;
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards;
- Support and show respect for all colleagues regardless of gender, age, ethnicity, race, politics, religion, or beliefs;
- Promote a harassment-free environment;
- Be able to work independently or on teams in challenging work atmosphere;
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment;

- Plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment;
- Exercise appropriate judgment, discretion and maintain the confidentiality of all GCCSA's stakeholders;
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct;
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team member (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- ✓ People-person
- ✓ Adaptable
- ✓ Self-starter
- ✓ Energetic
- ✓ Results-oriented
- ✓ Respectful
- ✓ Critical-Thinker
- ✓ Decisive
- ✓ Trustworthy
- ✓ Inclusive
- ✓ Servant-Leader

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. 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.

2. Physical Demands

- Remain in a stationary position at least 50% of the time;
- Move about various locations to access office equipment;
- Occasionally ascend/descend a ladder to assess and/or service equipment;
- Observe details at close range;
- Move items weighing up to 50 pounds;
- Travel to and from assigned work locations;
- Lift items from the floor up to 50 pounds;
- Reach overhead and to the floor; and
- Wear personal protective equipment, when necessary.

3. Travel Requirements

- Attend job related activities such as meetings, training, workshops, etc., both in and out of the service areas;
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform essential functions of their job, absent undue hardship.



GCCSA JOB DESCRIPTION ACKNOWLEDGEMENT FORM

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

Position: **Head Start Teacher Assistant**

Revision Date: **N/A**

By signing below, I am acknowledging the following:

- ✓ I have read the duties and responsibilities, skills, competencies, and requirements outlined in my job description.
- ✓ I fully understand what the expectations are pertaining to this position.
- ✓ I am aware that I am solely responsible for the satisfactory execution of the job duties and responsibilities described therein.
- ✓ I understand that my job duties and responsibilities may change at any time in accordance with GCCSA's needs.
- ✓ I understand that my performance appraisals will be based on my ability to accomplish the duties and responsibilities outlined in the job description.

Employee's Printed Name

Employee's Signature

Date



Job Title: Special Services Specialist
Department: Office of Head Start/Early Head Start
Funding Source/Program: HS/EHS
Supervisory Responsibilities: No
FSLA Status: Non-Exempt
Compensation Level: Level 5
Reporting to: Special Services Manager
Date Prepared: 2/06/2012
Revision Date: 4/22/2025

POSITION SUMMARY

The Special Services Specialist provides comprehensive and high-quality support to Head Start and Early Head Start families with children who may have challenging behaviors, 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 can 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:

- 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 the Local Education Agency (LEA) and or provider.
- Assist with the recruitment of children to obtain/maintain full enrollment by attending monthly agency recruitment meetings and monthly disability recruitment events (ECI Meetings) to recruit children with suspected and identified disabilities
- Educate and empower by providing parents to 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.
- Assist parents with LEA enrollment for the evaluation process. SSS may assist and support parents with the enrollment process at the assigned student's campus that is not a GCCSA campus.
- Set up ongoing meeting with the LEA and participate in the development of Individualized Education Plan (IEP) when requested by the child's parents or LEA. 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 specialists to ensure that children with IEPs 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.
- Schedule and facilitate site-based multidisciplinary team (MDT) staffing/meeting for children who have 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 parents 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 ongoing training for all staff and parents, etc).
- Facilitate new hire orientation and provide ongoing training on department procedures as needed.
- Locate, coordinate, and co-facilitate mental health and disability annual teacher professional development throughout the school year.
- Collaborate with content areas departments, center staff, and parents to implement a transition plan for children who are suspected or identified with special needs to an appropriate placement or into the public schools in a timely manner.
- Document progress and follow-ups for children who have an identified or suspected disability in the agency's electronic data system, maintain supporting documentation 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 to parents, teachers, and or any certified/licensed professional concerns.
- Assist with the self-assessment process to evaluate the program meeting the Head Start Performance Standards and progress towards meeting agency goals.
- Assist the Special Services Manager in updating and implementing procedures to be consistent with the Head Start requirements, coordinating mental health classrooms/individual observations, facilitating ongoing training/workshops/meetings 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. (Provider Services Summary forms, Head Start Disability Tracking log, Outlook calendar, reports, ongoing monitoring, follow-up timeline, etc.)
- Conduct weekly classroom observations to provide support/feedback to teaching staff for suspected and/or identified students with a disability. SSS will model and support teaching staff as needed in the classroom.
- Collaborate with other content area specialists and/or center staff to address behavior concerns to determine Tier Placement. SSS to complete a student observation and complete a Tier III plan.
- 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 the development of other duties and changes in responsibilities.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED:

- Have exceptional people skills and customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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.
- Have advanced technological skills and knowledge of Microsoft Office 365 Application Suite, and client-tracking software.
- Have effective leadership and organizational skills.
- Problem-solve effectively and make data-driven decisions.
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards.
- Promote a harassment-free environment.
- Be able to work independently or on teams in a challenging work atmosphere.
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline-driven environment.
- Plan and complete tasks and assignments on schedule with minimal supervision using appropriate judgment.
- Exercise appropriate judgment, discretion, and maintain the confidentiality of all GCCSA's stakeholders.
- Avoid any interest or activity that conflicts with GCCSA's Standards of Conduct.
- Be experienced in conflict resolution; and
- Work with intentionality and integrity to ethically uphold GCCSA's mission, values, and goals.

DESCRIPTION OF WORK ENVIRONMENT

GCCSA's work locations vary based on the duties and responsibilities of the GCCSA team members (e.g., office, workstation, classroom, food pantry, warehouse, training and/or counseling rooms). In general, the noise level is usually quiet to moderately noisy.

VITAL TRAITS

- | | |
|--------------------|--------------------|
| ✓ People-person | ✓ Critical-Thinker |
| ✓ Adaptable | ✓ Decisive |
| ✓ Self-starter | ✓ Trustworthy |
| ✓ Energetic | ✓ Inclusive |
| ✓ Results-oriented | ✓ Servant-Leader |
| ✓ Respectful | |

QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. Education/Experience

Bachelor's degree in one of the following or a related field:

- Special Education
- Early Childhood Education
- Psychology
- Social Work
- Other related field

A combination of lesser education with strong, proven experience may be considered

Minimum of three (3) years of experience working with children with disabilities and their families is required

Preferred experience:

- Working in special education programs within school settings or districts
- Involvement with Early Childhood Intervention (ECI) programs

2. Communication

Communicates and comprehends information and ideas in English.

3. Physical Demands

- move about various locations to access office equipment.
- observe details at close range.
- move items weighing up to 30 pounds.
- travel to and from assigned work locations.
- lift items from the floor up to 30 pounds.
- reach overhead and to the floor; and
- wear personal protective equipment when necessary.

4. Travel Requirements

- Attend job-related activities such as meetings, training, workshops, etc., both in and out of the service areas;
- Have reliable transportation.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

GCCSA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GCCSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.

In addition, GCCSA retains the right to change or assign other duties to this position, as needed.

AMERICANS WITH DISABILITIES ACT STATEMENT

If requested, GCCSA will attempt to provide reasonable accommodations to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

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)



GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

JOB TITLE: EHS Instructional Aide

DEPARTMENT: Office of Head Start/Early Head Start

REPORTS TO: Center Administrator

SUPERVISOR RESPONSIBILITIES: None

FAIR LABOR STANDARDS ACT STATUS: Nonexempt

COMPENSATION LEVEL: Level 2

FUNDING SOURCE: Early Head Start Grant

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:

- 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.
- 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.
- Demonstrate responsive care, incorporate appropriate discipline and guidance strategies, 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.
- 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.
- 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.
- Demonstrate on-going personal and professional growth and development to meet program and regulatory requirements.

- Participate in coaching opportunities, including observation and feedback sessions. 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.
- 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.

KEY KNOWLEDGE, SKILLS AND COMPETENCIES NEEDED

- Have exceptional people skills and customer service. Must have the ability to read and comprehend intermediate to complex instructions. 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.
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- Have effective leadership and organizational skills.
- Problem-solve effectively and make data-driven decisions.
- Have familiarity with the Head Start/Early Head Start Act, Head Start Performance Standards, Texas Department of Family and Protective Services Childcare Licensing Standards.
- Promote a harassment-free environment.
- Be able to work independently or on teams in a challenging work atmosphere.
- Be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
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QUALIFICATIONS AND REQUIREMENTS

The following educational/experiential, licensing/certifications, communication, and physical demands outlined below must be evident and met satisfactorily:

1. Education/Experience

High School Diploma or General Education Development (GED). Must complete and obtain a Child Development Credential with an Infant and Toddler endorsement (CDA) within 12 months of hire. Six (6) months in a similar position working with children birth to 3 years and able to supervise and interact with a group of up to 8 children.

2. Communication

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.

3. Physical Demands

- Move about various locations to access office equipment.
- Observe details at close range.
- Move items weighing up to 50 pounds.
- Travel to and from assigned work locations.
- Reach overhead and to the floor; and
- Wear personal protective equipment, when necessary.

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- Attend job-related activities such as meetings, training, workshops, etc., both in and out of the service areas;
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EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

DATE