



**City of Phoenix
HEAD START EDUCATOR
ASSIGN: PROGRAM ASSISTANT**

JOB CODE 07642

Effective Date: 06/99N

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to develop and implement curriculum for children that supports the philosophy of the City of Phoenix Head Start and the Head Start performance standards; to involve families in the assessment and goal-setting process; and to establish and maintain positive working relationships with schools, community agencies, and parents. Work is performed with considerable independence using established component plans, resource materials and the procedures and regulations of the program. Performance is evaluated by a Head Start Area Supervisor or Program Assistant on the basis of results obtained.

DISTINGUISHING FEATURES OF THE ASSIGNMENT:

The Head Start Educator on assignment to Program Assistant is responsible for assisting in the planning and monitoring of classrooms to ensure compliance with Head Start performance standards. The incumbent coordinates the implementation of training/technical assistance plans, provides assistance and guidance to staff and volunteers, monitors program performance for compliance with program standards, and develops curricula and programs and monitors their effectiveness.

This class is distinguished from the base class by the increased responsibility for the monitoring of several classrooms and the training and technical assistance provided to Head Start Educators and Delegate Agency staff.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in one of the following areas: 1)developing and implementing parent education programs; or 2)developing and implementing programs for children with disabilities; or 3)preschool teaching including monitoring and evaluating preschool programs; and possession of an associate's degree in psychology, special education, social services, early childhood education, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.

ESSENTIAL FUNCTIONS:



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- Develops and implements a developmentally appropriate, multi-cultural curriculum for children;
- Participates daily in team planning of curriculum with the teaching assistant and other staff, using and encouraging appropriate input from parents;
- Completes and maintains all necessary documentation to demonstrate compliance with Head Start performance standards;
- Supervises and implements federal, state, and local health and safety policies and procedures;
- Conducts home visits and parent/teacher conferences as required by Head Start performance standards;
- Supervises and trains parents, staff, and volunteers;
- Evaluates or assists in evaluation of the teacher assistant;
- Coordinates activities of support staff and service providers;
- Oversees the team assessment of each child developmentally and develops individual goals;
- Develops and maintains a relationship with each family and reviews their needs and progress;
- Works cooperatively with support staff in the provision of direct services and the development of goals for children with disabilities;
- Oversees maintenance, upkeep, and inventory of classroom supplies, materials, and equipment;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles of early childhood development and the learning process.
- Principles, practices, and objectives of Head Start preschool programs.
- Techniques of program monitoring.

Ability to:

- Work cooperatively with parents and staff.
- Comprehend and make inferences from written materials.
- Collect and analyze data and make concise, accurate reports, and recommendations.
- Communicate by telephone or in person in a one-to-one or group setting.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.



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- Speak, write and effectively conduct training in both the English and Spanish languages.
- Move objects 20-50 pounds short distances (20 feet or less).
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Possession of the Child Development Associate credential or an associate's degree in psychology, special education, social services, early childhood education, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.