Job Title	**Assistant Teacher**
Program	**Head Start**
Supervisor	**Classroom Teacher**
Classification	**Non-exempt**
Grade	**N-2**
Approved:	**12/17/2025**

Job Purpose:
The Assistant Teacher works in the Head Start Program that supports children, ages 3-5 from low-income families**,** to develop the skills needed to be successful in school. Responsibilities include assisting the classroom teacher in daily classroom activities, keeping records, and working with children and parents in a center-based program.

Duties:
- Assist with planning, set up and implementation of daily classroom activities
- Conduct screenings and assist with child assessments
- Assume classroom management responsibilities in the absence of the classroom teacher
- Attend in-service and regional training
- Complete all documentation and reports required for program compliance and measurement of performance targets
- Assist in maintaining full enrollment and viable wait lists by participating in outreach opportunities and promoting the program in the community
- Assist with obtaining program in-kind
- Strictly uphold confidentiality of clients, employees, and agency business inside and outside the agency
- Perform other duties as assigned

Minimum Education and Experience:
High School Diploma or GED/HSED and current preschool CDA, or Associate's degree; one year experience working with pre-school children; valid, unrestricted New York State driver's license preferred

Expected Skills:
Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability

Working Conditions:
Typical pre-school environment and equipment; local travel; occasional work in client residences; possible exposure to childhood diseases