

# **NOON ASSISTANT**

## **POSITION RESULT DESCRIPTION**

NESD Head Start Program, Inc.

**EDUCATION AND EXPERIENCE:** Prior experience with children is preferred for the Head Start center based Noon Assistant position.

**QUALIFICATIONS:** The center based Noon Assistant should demonstrate an ability to perform duties outlined in the job description. The Noon Assistant must have a good rapport with children; be able to work closely with Head Start staff, parents and volunteers; keep current First Aid training as required by the program; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times.

**PHYSICAL REQUIREMENTS:** The center based Noon Assistant must be able to lift 30 lbs. and occasionally heavier items. Must have an initial employment physical examination and provide a doctor's statement of verification.

**WORK SCHEDULE:** The center based Noon Assistant is expected to work as per contract in accordance with the annual calendar.

**EVALUTAION:** The Education Coordinator assigned to them will evaluate the center based Noon Assistant's performance two times in the first year and one time per year, thereafter.

**SUPERVISION:** The Noon Assistant is accountable to the Education Coordinator assigned to their area.

**SALARY RANGE\ INCREMENTS:** The starting salary for this position is \$9.10 per hour. The center based Noon Assistant shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the program funding level and the individual's year of experience with the program.

Children and families will always come first in this Head Start Program, above all defined duties, perceived responsibilities, and/or personal priorities!

### **POSITION OBJECTIVES:**

1. To work cooperatively with the center staff during transition times.
2. To assist the teacher and other staff in supervising the children.
3. To embrace the role of the parent as the primary educator of the child and promote and support the development of relationships between children and their families.
4. To fill in for other positions, as needed, and ride the bus, as needed.
5. To continue to improve in all areas as a person through continued education, training opportunities and evaluation recommendations.

### KEY RESULT AREA #1: Assisting the Teacher

Objective: To relate to children in an open, considerate and friendly manner and assist the teacher in carrying out quality lesson plans.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

#### Performance Standards:

1. Assist the teacher in implementing learning that will be carried out during the transition time at the center when the afternoon group is arriving and the morning group is leaving.
2. Assist the teacher and other staff in supervising the children during tooth brushing, hand washing, meal time and other regularly scheduled activities.

### KEY RESULT AREA #2: Working with Families

Objective: To embrace the role of the parent as the primary educator of the child and promote and support the development of relationships between children and their families.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

#### Performance Standards:

1. Relate to families in an open and friendly manner.
2. Respect and promote the unique identity of each child and family, showing consideration for each family's culture and values.
3. Being responsive to parent's concerns about themselves and their family and linking them with the appropriate Head Start staff for assistance.

### KEY RESULT AREA #3: Other Responsibilities

Objective: To fulfill the other responsibilities of this position in an effective manner.

#### Performance Standards:

1. Participate in staff training and weekly center staff meetings.
2. Ride the bus, if needed.
3. Fill in for other staff when requested.
4. Janitorial duties, as needed.
5. Continually assess the Head Start program and provide input/suggestions for improving services to children and families.

#### KEY RESULT AREA #4: Self-Improvement

Objective: To be an asset to the organization and to continually improve in skills, responsibilities and attitude.

##### Performance Standards:

1. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
2. To read all related directives, standards and plans in order to keep up to date with local, state and federal educational standards.
3. The Noon Assistant will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards on a daily basis.

\*This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.