

St. Jerome's Head Start Program

*915 Sterret Street * Baltimore, MD 21230*

The purpose of St. Jerome's Head Start Program is to help low-income children and their families achieve self-reliance. The programs in Head Start provide comprehensive family development services, including early childhood education, health care, day care, and parenting workshops. The program provides these services through collaborative partnerships with individual families, local schools, hospitals, and social service agencies. Parents are provided opportunities to enhance their parenting skills through participation in a range of educational programs.

NDA Role Description #1: Assistant Teacher

Under the supervision of the Teacher, the Assistant Teacher is responsible for providing a stimulating environment for the growth, well-being, and development of the child.

Responsibilities include:

The Assistant Teacher will assist the Teacher to:

- Select materials, equipment, and arrange the room to provide an environment conducive to learning and appropriate to the developmental level and learning style of the children.
- Provide a safe environment by taking necessary measure to reduce and prevent accidents and/or illness.
- Provide the group with a positive routine and with simple rules that are understood and accepted by children and adults.
- Provide a variety of appropriate equipment, activities, and opportunities to promote the physical development of the children.
- Provide activities and experiences that encourage questioning, probing, and problem-solving skills appropriate to development level and learning style of the children.
- Help children to acquire and use language as a means of communicating their thoughts, feelings, and understanding others.
- Provide a variety of experiences and media that stimulates children to explore and express their creative ability.
- Help children to know, accept, and appreciate themselves as individuals.
- Help each child develop a sense of independence and acquire the ability to express, understand, and control feelings.
- Help the child to learn to get along with others and encourage feelings of mutual respect among children in the group.
- Establish positive and productive relationships with parents and encourage them to participate in the Center's activities.
- Plan regular parent conferences with parents and make home visits.
- Organize the Class Committee.
- Develop the initial and ongoing observations, assessments, and recording of each child's behavior.
- Develop the written individualized education plans.
- Develop the written weekly lesson plans.
- Make appropriate referrals based upon assessments, team planning sessions, CDT, etc.

- Maintain all necessary record keeping (i.e. meal count, attendance, documentation of individualizing for each child, etc.).
- Initiate Center plan of action for absence of children.
- Make regular inspections and report the need for repair/replacement of classroom supplies and equipment.
- Plan for and participate in the team planning sessions.
- Serve as a member of CDT when appropriate.
- Work cooperatively with other staff members in implementation of Center plans, activities, policies, and rules.
- Follow written policies and regulations established by the Center, Health Department, and granting agency.
- Participate in workshops, seminars, and assigned training programs that will facilitate ongoing professional development.
- Be responsible for the class in the absence of the Teacher.

In the performance of the job functions, the Assistant Teacher II will demonstrate the CDA competencies:

- To establish and maintain a safe and healthy learning environment.
- To advance physical and intellectual competence.
- To support social and emotional development and provide positive guidance.
- To establish positive and productive relationships with families.
- To ensure a well-run, purposeful program responsive to the participant needs.
- To maintain a commitment to professionalism.

In the performance of the job functions, the Assistant Teacher will demonstrate the commitment through participation in ongoing training leading to the proficiency in the CDA competencies.

Qualifications:

- Minimum high school diploma or GED with ability to read and write; willingness to continue training.
- Organizational and planning skills.
- Flexibility and patience.
- Ability to relate to children and their parents.
- Good oral and written communication skills.

In addition, this position is a “floater”, which means that they will be substituting in several classrooms, as opposed to being assigned to one regular classroom.

NDA Role Description #2: Family Services Coordinator

The Family Services Coordinator will see that the ACYF Performance Standards are carried out. This includes the areas of Social Service, Parent Involvement, and Health. The NDA member is responsible for the training and supervision of assigned staff, supervises and promotes team cooperation with other Head Start staff for active parent involvement in the total Head Start Program, is responsible for the implementation of the health component per program policy and procedures, and assists families in assuming primary responsibility for their own health care.

Responsibilities include:

- Develops the written center team plan for the delivery of component services to Head Start children.
- Facilitates the organization of the Health Services Advisory Committee and utilizes the committee in planning, implementation, and evaluation of the health component.
- Links the child and the family into an ongoing health system.
- Identifies and utilizes state and local resources for the health program.
- Maintains updated individual health records on Head Start children.
- Integrates health education into the total Head Start Program and helps to provide health education for parents, staff, and children.
- Assists in evaluation of the effectiveness of the health service component.
- Serves as an advocate for child health issues and services.
- Serves as a liaison to the health community (i.e. groups serving disabled children).
- Is responsible for setting up the preliminary screenings of all children and for carrying out the medical and dental program in each program including setting up child physicals, immunizations, and transportation to and from appointments.
- Nutrition Assessment and Planning for Children:
 - o Obtains nutrition assessment information (physical results and health form) for each child enrolled in Head Start.
 - o Reviews each family's nutrition needs.
- Nutrition Education:
 - o Helps to assess need for nutrition education for children, staff, and parents.
 - o Helps to develop nutrition education program to meet the needs assessed in above item.
- Coordinates assigned nutrition activities with other components and with community agencies.
- Assists in planning the mental health program.
- Assists in initiating community referrals and ensures follow-up for children with atypical behavior.
- Obtains parental consent for special mental health services.
- Orients parents and works with them to achieve the objectives of the Mental Health Program.
- Advocates for mental health services in the community.
- Develops comprehensive plan for the parent involvement component in cooperation with parents and other staff.
- Organizes and carries out parent training and support group activities for the program.
- Orients parents to their roles and functions: trains parent representatives for participation in policy committee and council, trains parents for civic activity.
- Assists parents in assessing their needs and developing programs and activities to meet them, using staff and community resources.
- Works with staff in involving parents in education, health, and social service components and educates them to parents' roles and needs.
- Plans and develops a communications system among program consultants, staff, parents, and community.
- Collects and analyzes information which documents parents involvement in the program; maintains records of parent participation.

- Develops procedures to assist staff and parents in evaluating parent involvement in the program.
- Organizes and monitors the procedures for program recruitment and enrollment.
- Organizes and implements parent training and support group activities for the program.
- Assists in organizing training programs.
- Is responsible for seeing that the social services plans are updated each year.
- Utilizes all available resources to supervise and/or complete required records and insure their confidentiality.
- Recruits and enrolls children for the program year.
- Assists the Education staff in the placement of children.
- Familiarizes parents with available resources in the area served, makes and accepts referrals for children and families to and from other agencies.
- Makes periodic home visits.
- Prepares written reports that are to be submitted to the grantee.

Qualifications:

- High school diploma or equivalence plus experience in a related human service field, especially experience working with adult groups in a supervisory capacity.
- Commitment to participate in ongoing training for the execution of job responsibilities.
- Ability to train and work with persons of varied backgrounds.
- Ability to plan and provide direction, as well as supervise and coordinate staff, parents, and program activities.
- Ability to prepare statistical and programmatic reports.
- Ability to develop linkages with the community.
- Ability to plan, organize, and maintain group activities.
- Demonstrated skills in gathering, organizing, and integrating information.

For more information on St. Jerome's Head Start Program, visit <http://www.catholiccharities-md.org/Children/stjeromesheadstart.html>