



## JOB DESCRIPTION

<b>CO-TEACHER</b>	<b>FLSA Status: NON-EXEMPT</b>
<b>Latest Review Date: 03/2026</b>	<b>Department: EARLY CHILDHOOD PROGRAMS – HEAD START</b>
<b>Effective Date: 03/2026</b>	<b>Reports to: TEACHER 1 or TEACHER 2</b>

### POSITION SUMMARY

Assist Teacher in providing children with a safe, nurturing, engaging, enjoyable and secure learning environment. Assist the children to gain the awareness, skills and confidence necessary to succeed in their present environment and to deal with later responsibilities in school and life.

The Co Teacher is expected to exemplify the agency’s core value of Growth, Adaptability, Respect, Responsiveness, Compassion, and Collaboration. This position is responsible for complying with all agency and departmental policies and procedures that reflect and promote these values in the delivery of services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

#### Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel occasionally
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

#### Program Specific:

- Assist Teacher to provide education and activities that are developmentally and linguistically appropriate and provide a balance of child and adult initiated activities
- Assist Teacher to provide an environment that supports the individual identity of each child and family
- Encourage practices that prevent illness or injury by promoting and modeling positive, culturally relevant health behaviors
- Adapt and be responsive to the constantly changing emotional and physical needs of children and providing indoor and outdoor physical activities
- Provide basic needs of all children including meals, sanitation, and safety
- Participate in the CACFP program ensuring all program mandates are met. This includes, but is not limited to: record keeping, food purchase, storage, preparation, meal supervision and cleanup
- Assist Teacher in administration and documentation of program services
- Assist and support parents to become involved in their child's education and become advocates for their child's and family's needs
- Encourage parents to participate in their child's classroom activities
- Assist Teacher in providing appropriate math, literacy, health, nutrition, science, social studies and mental health activities for children and families utilizing the curriculums and resources provided.

- Provide appropriate health, nutrition and mental health activities for children and families
- Use a variety of strategies to support each child's learning; provide individualized interventions when necessary
- Model appropriate speech and language for children and parents
- Participate in lesson planning, implementation and evaluation of all classroom activities
- Conduct Home Visits and Conferences with families as required
- Assist Teacher with getting materials ready for classroom education and nutrition activities
- Complete paperwork accurately and submit timely
- Assist Teacher with advocacy and collaboration of services
- Assist Teacher in maintaining classroom environment
- Assume the duties of the Teacher in his/her absence
- Assist in orientation and training of other staff as appropriate
- Assist classroom volunteers and subs to function according to program guidelines by helping them feel comfortable and succeed in the classroom
- Communicate effectively with others to convey ideas and concerns. Participate to provide positive direction to parents, children & co-workers
- Actively participate as a team member to provide quality services in the classroom. Follow through with requests and guidance by supervisory staff
- Become knowledgeable and adhere to all Head Start Performance Standards, agency Head Start policies and all HHS Licensing Requirements
- Must obtain Teaching Strategies Interrater Reliability certification
- Must follow program guidelines for documentation and assessment of services provided
- Become knowledgeable in ChildPlus, GOLD and PBIS implementation
- Act as state approved Mandatory Reporter of suspected incidents of Child Abuse or neglect

#### **SUPERVISORY RESPONSIBILITIES**

Provide assistance and guidance to classroom subs and volunteers

#### **REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

As prescribed in section 648A(a)(2)(B)(ii) of the Act, a program must ensure Head Start Preschool assistant teachers at minimum:

- Have a Child Development Associate (CDA) credential or a State-awarded certificate that meets or exceeds the requirements for a CDA credential OR
- Are enrolled in a program that will lead to an associate or baccalaureate degree OR
- Complete the CDA credential program within two years of the time of hire

#### **PRACTICAL SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, and other employees of the organization.

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **CERTIFICATES, LICENSES & REGISTRATIONS**

Must have valid drivers license. Float positions require NEICAC levels of automobile insurance. Co-Teachers serving one primary location require the state of Iowa minimum insurance levels. Must also be bondable

Must satisfactorily complete criminal records checks, in addition to physical & TB screening per program requirements. Must satisfactorily complete First Aid, CPR, Mandatory Child Abuse Reporting, Medication Administration, Universal Precautions and any other training required by HHS licensure and/or Head Start Performance Standards.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl; talk, hear; taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

#### **EMPLOYEE SIGNATURE**

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_