

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

HEAD START PROGRAM ASSISTANT I

POSITION: Head Start Program Assistant I– Grant Funded

REPORTS TO: Coordinator, Site Administrator

LOCATION: Head Start – various sites

NATURE OF WORK:

The program assistant will work under the direction of school and program administration to support the delivery of developmentally appropriate learning opportunities in the Head Start Program. The position is a twelve-month position that has the responsibility to provide instructional support to students and technology support for teachers in the use of technology used in Head Start. The position includes responsibility for delivering training and providing documentation for county-licensed instructional software, teacher productivity tools and other programs used in St. Mary's County Public Schools (SMCPS) Head Start. The position will also support any instructional needs of the Head Start classroom, administration of assessments, and data management/input. The position requires the ability to assist with all Federal Monitoring Review documentation. The work is performed under the general direction of the Head Start Coordinator and in collaboration with the Department of Information Technology.

ESSENTIAL FUNCTIONS:

- Must utilize good oral and written communication skills;
- Demonstrate the ability to work independently and as part of a team;
- Demonstrate the ability to develop an inventory system and track Head Start materials/resources efficiently;
- Demonstrate the ability to work with a variety of technology and software;
- Demonstrate organizational and time management skills;
- Demonstrate the ability to input data in an efficient and timely manner;
- Demonstrate the ability to work with small children in large and small group settings;
- Demonstrate the ability to work collaboratively with Head Start sites in support of Parent Involvement events;
- Demonstrate the ability to plan effective training sessions for users of different skill levels on the use of Head Start required programs; i.e. Teaching Strategies Gold, Child Plus, etc.;
- Demonstrate the ability to work collaboratively with other support service providers within the system; and
- Keep organized records and provide clear documentation and training.

DUTIES AND RESPONSIBILITIES:

The assistant will work under the direction of the Head Start Coordinator and the Education Disabilities Support teacher(s). As part of the duties, the assistant will:

- Meet daily with the Head Start Coordinator and/or the Education Disabilities Support teacher(s) at a designated time for planning and scheduling;
- Assist in administering required assessments, student data collection and instruction as needed;

- Assist the Head Start Coordinator in the preparation and planning of Federal Reviews;
- Prepare, under the direction of the Education Disabilities teacher(s) and/or the Head Start Coordinator with DPST and IEP documentation;
- Assist and participate in activities planned for and with parents;
- Assist in guiding students in working and playing with others;
- Assist in the supervision of students on trips, during meals and other classroom related activities;
- Provide additional instructional support in the classroom as needed;
- Attend, as necessary, workshops and in-service training sessions;
- Provide clear training in the use of technologies such as Child Plus, Teaching Strategies Gold, iPads, interactive whiteboards;
- Push apps to the SMCPS Head Start iPads;
- Assist teaching staff and students with the proper operation, care, and maintenance of computer equipment;
- Perform minor maintenance and/or make arrangements for necessary repairs of technology resources in collaboration with SMCPS;
- Collaborate with the Head Start secretary to maintain and update software and hardware inventories;
- Track Head Start inventory and maintain program inventory database;
- Assist with school web publication initiatives that support the curriculum and foster home/school communication;
- Maintain the SMCPS Head Start web page;
- Track In-Kind/Volunteer hours; and
- Other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (or GED) required; advanced degree preferred or completed the ParaPro exam with a passing score;
- Minimum of one year experience with the use of instructional technologies;
- College training and/or experience working with children is desired;
- Possess excellent interpersonal skills;
- Ability to communicate effectively, both verbally and in written form with professional colleagues, staff, students, and parents;
- Demonstrates knowledge of a variety of instructional technology methodologies and delivery systems; emerging technologies, distance education, multimedia applications, integrated learning systems, courseware, content related and general purpose software, networked and stand-alone environments;
- Demonstrates knowledge of the Internet and instructional applications with regard to the instructional use of computers and related technologies;
- Applies and models legal and ethical use of technology skills; and
- All Head Start staff are required to have a TB screening and Physical before starting work in the program.

TERM OF EMPLOYMENT:

Grant Funded full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP