

FLSA Status: Non-Exempt, full-time
Prepared By: Kelli Clark
Job Title: EHS Assistant
Reports To: Director of Education
Prepared Date: Revised 6/22/23; 7/7/25

Summary:

The EHS Assistant Positive Tomorrows is an educational service provider of the Early Head Start classroom. The EHS Assistant is responsible for planning, implementing, and evaluating child development experiences for enrolled children. The EHS Assistant operates a safe, diverse, and developmentally appropriate classroom in accordance with all applicable requirements. The EHS Assistant position is full-time and year-round.

Essential Duties and Responsibilities:

- Maintain a clean, safe, positive classroom atmosphere and space.
- Implement an individualized curriculum for children.
- Maintain staff to child ratios.
- Assist in completing all required documentation necessary for billing and reimbursement by both DHS and Sunbeam (e.g., track attendance through daily parental swipes in and out, incident reports, safety drill documentation, etc.).
- Plan and maintain classroom supplies and equipment according to classroom needs; follow PT procedure for requesting new items and restocking used materials.
- Implement creative activities to develop students' verbal communication and social skills.
- Continually assess academic, social, and emotional needs of students. Lead children in social/behavioral skills for better communication and social function.
- Provide systematic classroom management using Conscious Discipline. Maintain discipline structure within the classroom to enforce positive behavior.
- Collaborate with Sunbeam Family Advocate and Family Support regarding student social growth and development and how to address behavior challenges.
- Provide regular, consistent communication with parents as appropriate. Contact parents as needed to report child's progress/behavior. Prepare for and conduct Parent/Teacher conferences, as well as family meetings on special concerns with family support staff and counselor.
- Attend monthly staff meeting and other meetings, as requested.
- Take active role in planning and participating in continuing education activities.
- Assist with collection of assessment data to monitor for appropriate developmental growth.
- Regularly assess own performance in classroom with attention to improving quality of work and improved learning by students.
- Participate in budget process by accurately identifying classroom needs and costs of materials; follow procedures in making purchases and staying within budget.
- In collaboration with the Volunteer Coordinator, identify volunteer needs and supervise volunteers within the classroom.
- Ensure classroom coverage is scheduled during their absences, unless prevented by illness or emergency.
- Transport students to and from school, as needed.
- Other responsibilities as assigned by Director of Education.

Knowledge, Skills and Abilities:

- Knowledge of behavior management techniques
- Knowledge and understanding of individuals who live in poverty
- Knowledge of general education procedures and processes
- Proficiency in office and educational software programs (Microsoft Office, database software)
- Proficiency in operating basic office and educational equipment; copier, laminator, etc.

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Ability to work in confidential matters and deal with stressful situations
- Ability to be responsive to change and to address new challenges in providing services
- Ability to work with individuals from diverse backgrounds, social classes, and ethnicities
- Able to establish and maintain effective internal and external working relationships.
- Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities. Think critically and analyze situations.
- Works cooperatively and effectively with others to set goals resolve problems and make decisions
- Ability to work as a member of a team
- Able to work independently with little supervision; accepts responsibility and takes initiative

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Gathers and analyzes information skillfully.
- Customer Service – Meets commitments.
- Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Written Communication - Writes clearly and informatively.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Design – Generate creative solutions; Demonstrate attention to detail.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people for input; Makes timely decisions.
- Adaptability – Manage competing demands; Able to deal with frequent change, delays, or unexpected events.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Uses equipment and materials properly; Cares for the safety of others.

Qualifications:

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/Experience:**
Experience in childcare preferred; Must be able to obtain a Master Teacher's license through the CECPD. Must have at least a CDA in infant/toddler development and be able to meet federal Head Start requirements for EHS Head Teacher position.
- **Language Ability:**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Project Management software and Database software.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

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. While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

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.

- Must have vision and auditory abilities to operate office equipment listed above.
- Must be able to accompany and supervise students on field trips and other activities.
- Must be able to lift 50 pounds.
- Must be able to drive company vehicle.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

