

Head Start Child & Family Development Centers, Inc.
Job Description

Title: Individual Special Needs Attendant- TEMPORARY

Revised: 3/07

Class: HS-1

Supervisor: Head Start Teacher (assigned)

Office Location: To be assigned

Job Summary:

The Head Start Individual Special Needs Attendant provides additional assistance to the classroom Teacher in planning, organizing and supervising children with identified special needs who have an Individualized Education Plan (IEP). Tasks are performed under the direct supervision of the classroom Teacher.

Job Responsibilities

- Follows recommendations outlined in the child's IEP;
- Works directly with children with identified special needs ages 3-5, in daily classroom activities;
- Assists the Teacher in planning children's individual and group learning experiences, indoor play activities, field trips, music and art, hygiene and nutrition programs;
- Organizes special program materials needed for classroom activities;
- Assists the teacher in enrollment and attendance record keeping and reporting duties;
- Participates in parent meetings and individual conferences, and works with parent volunteers in the classroom;
- Provides clerical assistance to the teacher;
- Maintains center cleanliness and order;
- Attends staff meetings, training sessions, etc.;
- With the assistance of the teacher, documents instances of child abuse as required by law;
- Other duties as assigned.

Supervisory Functions: None

Qualifications:

- Good knowledge of preschool child's mental, emotional and social development;
- Ability to work with preschool children as well as with parents;
- Ability to keep records and make reports;
- Ability to understand and follow oral and written instructions;
- Patience, good judgment; resourcefulness, reliability;
- High School Diploma or GED;
- Valid drivers license, car insurance, access to transportation to perform job; and
- Ability to pass criminal background check and health screen.

*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse, ethnic, racial and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.