



NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

CLASSROOM SUPPORT SPECIALIST

Department: Head Start

Pay Grade: G11

FLSA Status: Non-Exempt

Reports to: Operations Manager

POSITION SUMMARY:

Working under general supervision and with moderate difficulty this position is responsible for providing support to Head Start classroom staff in the delivery of high quality education services by ensuring compliance with program policies and procedures in the day-to-day activities of the classroom. This position is also responsible for facilitating the professional development of staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides support to classroom staff in the development and implementation of policies and procedures to build and maintain high quality classrooms that result in high CLASS scores and positive child outcomes
- Conducts classroom observations for the purpose of developing and implementing program policies and procedures that establish a high quality, continuity of care as required by Performance Standards
- Assists in the development of action plans for the implementation of program policies and procedures that establish a high quality, continuity of care as required by Performance Standards
- Assists in the classroom by role modeling/mentoring highly consistent, high quality classroom management strategies and techniques in accordance with policies and procedures
- Interprets written program policies, procedures and rules as they apply to staff goals
- Provides training to Center Directors to ensure that all staff have the knowledge and skill to support and implement policies and procedures
- Meets with Head Start teaching staff to develop goals for training and professional development plans which will result in higher CLASAS scores and improved outcomes for children
- Facilitates training classroom staff to help staff meet their professional development needs for ensuring high quality, continuity of care
- Prepares and maintains records and reports that will help guide Component Administrators and field staff in their daily work
- Develops and maintains schedules for on-site visitations to ensure consistent visits and communication across the region

Other related duties as assigned.

CLASSROOM SUPPORT SPECIALIST ...CONTINUED

EDUCATION AND/OR EXPERIENCE:

Associate's Degree from an accredited college or university in Early Childhood Education or other related field of study; and 3-5 years' classroom experience or 5 years' experience with a CDA or equivalent certification and the ability to earn an Associate's Degree in Early Childhood Education within 18 months of hire.

CONDITIONS OF EMPLOYMENT:

- Fingerprint Clearance Card
- Criminal Background Check
- Motor Vehicle Report (annual)

CERTIFICATES & LICENSES:

- First Aide/CPR

TECHNICAL COMPETENCIES:

- Appropriate classroom set up and management
- Curriculum fidelity
- Pyramid model
- Conscious discipline
- CACFP family style meals
- Health and dental health component

GENERAL COMPETENCIES:

- Analytical thinking
- Business acumen
- Communication
- Cultural competence
- Mentoring / training competence
- Organization skills
- Problem solving skills
- Public speaking

TRAVEL REQUIRED:

☐ < 5% ☒ < 25% ☐ < 50% ☐ < 75% ☐ 100%

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

Physical Activity: Frequent standing, walking, talking, listening, sitting.

Physical exertion: X Sedentary; Light; Medium; Heavy; Very Heavy. Work involves Work involves exerting up to 10 pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry push, pull or otherwise move objects, including the human body; involves sitting most of the time.

CLASSROOM SUPPORT SPECIALIST ...CONTINUED

Visual requirements:

Working conditions: Regular exposure to extreme weather conditions and infectious disease

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individual with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, HR@nacog.org.

SIGNATURES:

This job description has been approved by:

Department Director: _____

Date: _____

Human Resources Director: _____

Date: _____

Executive Director: _____

Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____