

Staff Name: _____ Campus: _____

Performance Expectations:

To maintain compliance of Head Start Performance Standards, specific expectations for the assistant include, but are not limited to:

1. Working in the Classroom & Playground

- Teach and model correct hand washing techniques.
- Prepare and set up for snacks as family style.
- Promote effective dental hygiene among children in conjunction with meals by teaching and assisting the children in brushing teeth.
- Engage in activities with the children that promotes problem solving during center time, circle time, story time and outdoor play.
- Encourage child-initiated activities.
- Assist the teacher in small group work.
- Reinforce positive behavior with verbal and/or nonverbal encouragement.
- Use classroom level voice and positive tone with the children. Direct comments towards the inappropriate behavior rather than towards the child personally.
- Maintain an orderly and safe classroom environment.
- Actively monitor the children in the classroom and at outdoor play to prevent accidents or injuries.
- Engage in instructional activities both indoors and outdoors.
- Maintain adult / child ratio in the classroom and on the playground (1:10 or 2:20).
- Assist teacher with toilet training/diapering of students, as needed.

2. Working with Others

- Support the classroom teacher, volunteers, class monitor and family services associates.
- Conduct a professional, respectful working relationship with classroom teacher, volunteers, class monitor, family services associates, and ESC-20 staff.
- Cooperate with the ESC-20 Head Start management team concerning reports, practices, procedures, activities, guidelines and implementation of Performance Standards as detailed in service area plans and program procedures.
- Keep in close contact with the teacher concerning personal absences, substitutes, or other events that relate to the duties of the classroom.
- Treat parents with respect.
- Maintain confidentiality of all child and family information, to include, but not limited to medical or health information and suspected child abuse or neglect.

3. Additional Responsibilities

- Implement established program goals for improving the School Readiness of children participating in its program.
- Promote Family Engagement and School Readiness as outlined in the Head Start Parent, Family & Community Engagement Framework by participating/supporting program parent engagement activities and communicating with families.
- Complete the monthly activities as listed under the "Assistant" section of the Head Start Staff Responsibility Schedule booklet.
- Sit with the children during meal time and have conversation.
- Attend all Head Start professional staff development, training, and planning meetings.
- Participate in activities and programs as assigned by the local school district.

Head Start Assistant Roles & Responsibilities

Education Service Center, Region 20 Head Start Program

- Maintain up-to-date First Aid/CPR certification.
- Complete screening for tuberculosis and a physical exam every five years.
- Follow all local school district policies.
- Attain and keep current a Child Development Associate (CDA) credential, if applicable.
- Develop and accomplish Professional Development Plan each school year.
- Attend, at a minimum, 15 hours of professional development each school year.

Standards of Conduct

- (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:
- (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
 - (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child's mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning / training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
 - (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
 - (iv) Ensure staff, consultants, contractors, and volunteers comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members;
 - (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Volunteers

- (b) Ensure that children are never left alone with volunteers.

Furthermore, all individual staff members are expected to adhere to the Standards of Conduct established by their respective agency or LEA, which includes but is not limited to Education Service Center, Region 20, Alamo Heights ISD, Bandera ISD, Devine ISD, Hondo ISD, Lytle ISD, Medina Valley ISD, Natalia ISD, Somerset ISD, Southside ISD, and Southwest ISD.

I acknowledge that I have read the Standards of Conduct and agree to abide by them. I understand that consequences to violating the Standards of Conduct could result in disciplinary action in accordance with my respective employer Policy & Procedures.

Initials _____

Confidentiality Agreement

Education Service Center, Region 20 (ESC-20) Head Start staff are entrusted with confidential information about children and families enrolled in the Head Start program and learn additional confidential information about children and their families as a result of their work with parents/guardians.

It is the family's right and expectation that confidential information will be respected and safeguarded by the Head Start program staff. As a partner in the provision of children's services, you are bound to the expectation of protecting confidential information. This means that no information learned as a result of your work with families is to be shared outside of that professional service, even if identities are "disguised." Casual conversations about child and family information with friends, other parents, and others not involved with direct services to the child and family are prohibited. If you are unsure about the need to share a piece of information, you should contact your supervisor immediately.

The Family Educational Rights and Privacy Act (FERPA) identifies the following individuals as having legitimate educational interests And applies to ESC-20 Head Start staff as well: A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or child serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

I acknowledge that I have read the **Confidentiality Agreement** and agree to abide by it. I understand that consequences to violating the Confidentiality Agreement could result in disciplinary action in accordance with ESC-20 or my respective employer Policy & Procedures.

Initials _____

Funding

The ESC-20 Head Start Program is federally funded out of U.S. Department of Health and Human Services, Office of Head Start and is implemented in compliance with all applicable statutory and regulatory provisions. This position is partially federally funded out of U.S. Department of Health and Human Services, Office of Head Start and all duties with this position are allowable and allocable to the grant. Time and effort records for this position are in accordance with the requirements in the applicable Office of Management and Budget (OMB) cost principles.

I acknowledge that I have read and received the **Head Start Assistant Roles & Responsibilities** document.

Assistant Signature

Date

Head Start Specialist Signature

Date

White Copy – ESC-20

Yellow Copy – Assistant

Pink Copy – Administrator