

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: BA Education Assistant**

**DEPARTMENT: Head Start**

**REVISION DATE: May 2012**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Education Director. Employee is responsible for assisting in the coordination and overall operation of the Education Program. This includes ensuring quality educational services for all enrolled children and providing assistance and guidance to teaching staff in the planning and provisions of a high quality early childhood experience for preschool children that meet all Head Start Program Performance Standards.

**QUALIFICATION STANDARDS:**

- Must have a Baccalaureate Degree in Early Childhood Education or related field.
- Must obtain/maintain a CLASS reliable certification within one program year of entry.
- Must be of good moral character, professional, self-confident, and able to multi-task.
- Must have good computer skills (working knowledge of Microsoft programs).
- Must be bilingual in English and Spanish.
- Must have excellent communication skills (oral and written).
- Must have three years of classroom teaching experience.
- Must maintain all local, state and Federal qualifications for position on an annual basis.

**ESSENTIAL DUTIES:**

**Operational Responsibilities**

- Maintain daily two-way communication with all educational and program staff.
- Attend case management meetings, as required throughout the year.
- Collect, maintain all center related documentation required by state and Federal requirements within the Education program.
- Conduct educational staff interviews and provide recommendations.
- Attend staff development activities as direct for his/her professional development and growth as an Assistant Education Coordinator.
- Will perform other related duties as needed.

**Procurement Responsibilities**

- Select and order classroom furniture, supplies and material, outdoor equipment and office supplies as needed.
- Obtain bids/quotes from numerous vendors for select items as needed.
- Receive and distribute ordered items across the program.
- Maintain inventory of supplies and classroom materials.

**On-Going Monitoring Responsibilities**

- Assures that educational staff throughout the program meets all State and Federal guidelines (i.e. Head Start Program Performance Standards, State Child Care Licensing Requirements) through on-going monitoring.
- Monitoring all centers related documentation required by state and federal requirements within the Education program to assure all services and follow ups are completed in a timely manner. This includes reviewing children’s folders, classroom daily schedules, and classroom education planning guides.

**Staff Development Responsibilities**

- Provide feedback on Mentor Head Teacher evaluations to Area Service Managers.
- Facilitate the implementation of the mentoring program within assigned centers.
- Provide training, support and resources to support the professional development of education staff.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 10-20 lbs ( files boxes).

**OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid driver’s license and be insurable.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; however, is subject to all other Webb County Policies.

**SUPERVISORY: NONE**

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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