



**Job Description – Child Development Assistant (Infants, Toddlers & PreK)  
Bilingual - SPANISH**

Reports to:	Education Director
Supervises:	None
Exempt Status:	Non Exempt
Work Schedule:	Full-Time
Approved on:	May 27, 2019

Bright Beginnings, Inc. is a non-profit organization that operates early childhood and family learning centers for Washington DC's most vulnerable families. Our mission is to meet the needs of children and families experiencing homelessness by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting parents to stabilize their home lives and become self-sufficient.

**Summary:** Responsible for assisting the Lead Teacher in developing and implementing a program of activities that promotes the social, emotional and physical development of each child enrolled in a group in accordance with Head Start Performance Standards and Title 29: District of Columbia Municipal Regulations (DCMR). The duties and responsibilities will be carried out under the direction of the Lead Teacher.

**Essential Duties:**

1. Assist lead teacher in maintaining records on each child's progress and development for the purpose of planning and compliance with Head Start Performance Standards.
2. Assist lead teacher in implementing with fidelity High Scope, an evidenced-based curriculum according to policies and procedures.
3. Assist lead teacher with the full implementation of Head Start, NAEYC, and Title 29: DCMR performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of an early childhood development center, including developmentally appropriate practices.
4. Assist lead teacher in reviewing the progress of each child and developing child portfolios and individual plans to promote each child's growth and development.
5. Observe each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth.
6. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
7. Establish a positive relationship with each child's family and share information about the child's day at the Center.
8. Assist lead teacher in conducting home visits and parent/teacher conferences.
9. Assist lead teacher in the full implementation of Individual Family Service Plans (IFSPs) or Individual Education Plans (IEP)'s and inclusion of children with disabilities and special needs.
10. Assist lead teacher with the maintenance a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
11. Assist lead teacher with classroom maintenance ensuring a safe and sanitary condition by completing daily health and safety checklists in the classrooms and playground.
12. Ensure universal precautions are kept at all times, including washing of hands upon entering classroom, after diapering, toileting, before and after meals, and after contact with bodily fluids.

13. Assist the lead teacher with the implementation of health procedures on a daily basis, including following medication administration procedures, tooth brushing, sanitation, and administering First Aid/CPR.
14. Assist with evacuation of children during fire drills, natural disasters, and any other emergencies, which may occur.
15. Attend all staff meetings and professional learning provided by Bright Beginnings.
16. Keep abreast of current knowledge in the field of Early Childhood Education.
17. Maintains confidentiality of children and families at all times.
18. Other duties as assigned.

**QUALIFICATIONS:**

- Mission and culture alignment;
- High school diploma or GED with a CDA or 15 credit hours in Early Childhood Education AND one year of teaching experience can be substituted for CDA;
- Fluent written and spoken Spanish;
- Must demonstrate experience and interest in working with young children, parents, and volunteers;
- Must demonstrate a strong knowledge of appropriate practices in early childhood development including working with parents;
- Must demonstrate success in working as a member of a team;
- Must have effective and strong communication skills (orally and written);
- Must demonstrate the ability to work well with young children;
- Must be willing to work flexible hours in order to meet the needs of the program;
- Knowledge of Head Start Performance Standards preferred;
- Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite;
- Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
- Documentation of Tuberculin-free condition and health screening on an annual basis.

**Physical Demands:**

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.

**Employee Acknowledgment:**

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at anytime. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE