

Region 9 Education Cooperative

Job Description

POSITION TITLE:	Head Start/PreK Educational Assistant
Department:	Head Start/PreK
Program:	Head Start/PreK
Reports To:	HS/PreK Education Manager
Contract Days:	Minimum 183 days
Contract Hours:	1,372.5
FLSA Classification:	Non-Exempt
Employment Status:	Full Time
Employment Classification:	Unlicensed Employee
Salary Schedule:	2026-2027 HS Education Assistants
Duty Station:	Ruidoso

Position Overview

The Head Start/Pre-K Education Assistant supports the Lead Teacher in providing a safe, nurturing, and developmentally appropriate learning environment for preschool children. This position assists with classroom activities, supervision, daily routines, and implementation of curriculum while promoting positive child development, school readiness, and strong relationships with families and staff.

Key Responsibilities

General and Interpersonal

1. Represent Region 9 programs and member districts in a professional manner.
2. Communicate in a positive, culturally sensitive manner with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
3. Demonstrate promptness and punctuality in reporting to work to ensure continuity, consistency, and quality of services on a daily basis, including attendance at mandatory program meetings.
4. Demonstrate proficient verbal and written communication skills and the ability to manage conflict in a civil, professional and courteous manner.
5. Demonstrate initiative, decision making, and flexibility in the performance of various job functions.
6. Demonstrate basic proficiency with technology, including but not limited to email, organization, time-tracking systems, and other technology platforms necessary to perform the responsibilities required.

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7. Provide inter-departmental planning and programming collaboration and cross-program overflow assistance when needed.
8. Demonstrate understanding of and compliance with the Region 9 Employee Policy Manual.
9. Adhere to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
10. Support the Region 9 mission, vision, values and goals.

Department/Program Job Duties/Competencies:

- Understanding and compliance with the RECIX employee policy manual, the R9 Head Start/PreK/EHS Policy Manual, and the Time Clock system are required. Perform the functions of this position with a strong understanding of the Head Start Performance Standards & PreK Standards, and thorough knowledge and application of Developmentally Appropriate Practices.
- Check emails daily and respond in a timely and professional manner.
- Assist the teacher in the guidance and facilitation of effective classroom management.
- Responsible for assisting the teacher in planning and implementing learning experiences that advance the intellectual and physical development of children.
- Assist the teacher in the implementation of established curricula in the classroom and outdoor environment.
- Create a warm, nurturing, safe environment that supports the maximum learning potential for preschoolers.
- Maintains required ratios at all times. Adhere to all safety and supervision of preschoolers at all times, including rest time, bathroom time, diaper/pull-up changing, potty training, and outdoor time.
- Change diapers/pull-ups and assist with toileting, potty training, and self-help skills.
- Maintain a comprehensive and ongoing assessment through the established program tool for each child, including daily entry of observations.
- Demonstrate ongoing skills towards proficiency in implementing all areas of CLASS (Emotional Support, Classroom Organization, and Instructional Support).
- Establish and maintain a safe, healthy learning environment by assuring that classroom equipment, furniture, materials, and supplies are properly maintained and stored, and daily health checks are conducted.

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- Follow cleaning and sanitation schedules to maintain a clean and safe learning environment for children both indoors and outdoors.
- Support the social and emotional development of children through positive classroom climate in the implementation of Conscious Discipline and other social-emotional curricula.
- Encourage the involvement of the families of the children in a Head Start/PreK program and support the development of relationships between children and their families.
- Assist the teacher in the facilitation of home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations.
- Mentor the floaters, substitutes, and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities.
- Participate in Family Style Dining and assist children in the development of social and self-help skills, and sound nutritional practices.
- Participate in pre-service training and attend not less than 24 clock hours of professional development per year.
- Participate in monthly staffings with the Family Service Coordinator and other team members as needed to exchange information pertinent to the child and their family.
- Act on the teacher's behalf during his/her absence. Follow the classroom schedule, routines, and lesson plan.
- Assist in responding to monthly ongoing monitoring reports and classroom observations in a manner that supports quality improvement.
- Assist with any documentation needed for a Child Study Team to provide needed services for children. Assist in developing behavior plans or mental health referrals as needed. Collaborate with the mental health coordinator/social-emotional specialist to develop and implement behavior plans when necessary. Advocate for children with behavioral issues or social-emotional needs by implementing behavior plans and/or action steps, documenting observations and data as needed, and participating in parent meetings if possible.
- Assist in implementing children's I.E.P. (Individual Education Plan), seeking clarification for any aspects that are not well understood.
- Assist in the completion and submission of required forms and records in a timely and accurate manner, e.g., lesson plans, individualized lesson plans, fire drills, inventory, attendance, health-related forms, classroom activity/field trip forms, etc.
- Ensures children are actively supervised at all times, including in the classroom, during transitions, on the playground, in the cafeteria, and any other time during the school day. Conduct name-to-face checks accurately, count the children in and out, and follow all other active supervision procedures. Understands the consequences when a child is left unattended and/or lost when being cared for in our program.

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- Assist in the transition of children from Child Care, home, or Part C program to Kindergarten.
 - Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
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Qualifications

- An Associate Degree in early childhood or pursuing an associate degree in early childhood as outlined in a professional development plan and able to submit transcripts & grades to show progress towards completion, with a minimum of a CDC and pursuing an AA. If pursuing an Associate's degree, the applicant must commit to and pass 6 credit hours of coursework each semester (Fall and Spring) until completion.
- One year of successful work experience in early childhood, public schools/institutions of higher education or other agencies in early childhood settings is preferred but not required.
- Good written and verbal communication, interpersonal skills, organizational skills, time management, and computer skills. Computer experience in the areas of word, database management, email, spreadsheets, and data collection and analysis is essential. Must be able to read, write, and speak English.
- Must demonstrate dependability, cooperation, loyalty, responsible attitude, and behavior. Must demonstrate a willingness to work in a cooperative working environment in a team setting with another teacher. Must be willing to participate in occasional evening events. Must be able to pass a criminal history background check before the hiring date, complete an initial health screening, and TB. Other qualifications determined necessary by the Head Start/PreK Director or Executive Director.

Working Conditions

- Works in active preschool classroom environments with frequent noise and activity levels
- Frequent interaction with children, families, and staff
- Requires ability to lift, bend, kneel, sit on the floor, and actively supervise children indoors and outdoors
- Assists children with meals, toileting, transitions, and daily classroom routines
- Participates in outdoor play and activities in varying weather conditions
- Requires maintaining a clean, safe, and organized classroom environment

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- Will occasionally attend evening meetings, trainings, or family engagement events
- Must manage multiple responsibilities while maintaining confidentiality and professional communication

Physical Requirements

I. SITTING TASKS

- A. Sitting is a frequent requirement 34 - 66% of the time

II. WALKING TASKS

- A. Walking is an occasional but essential requirement up to 33% of the time

III. STANDING TASKS

- A. Standing is an occasional but essential requirement up to 33% of the time

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement
Example: in case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement
- D. Lifting above the knees is a frequent requirement

VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement

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- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

XI. CARRYING TASKS

- A. Vision
 - 1. Being able to see at a distance is a frequent requirement
 - 2. Being able to see closely is a continuous requirement
 - 3. Having depth perception is a frequent requirement
- B. Hearing
 - 1. Being able to hear in a quiet environment is a frequent requirement
 - 2. Being able to hear in a noisy environment is an occasional but essential requirement
 - 3. Being able to locate noise is an occasional requirement
 - 4. Being able to differentiate noise is a frequent requirement
- C. Speech/Communication
 - 1. Communicating through written and spoken language is a continuous requirement

XIII. USE OF PROTECTIVE EQUIPMENT

- A. None

Note: These duties are neither exclusive nor exhaustive, and the employee may be required to undertake other duties and responsibilities as assigned. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations.

Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to perform the duties outlined in this job description to the best of my ability.

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Employee Name: _____

Date: _____

Employee Signature: _____

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