

## **Economic Security Corporation Job Description**

**Job Title:** Partner Support Assistant  
**Division:** Early Head Start  
**Reports to:** Education Coordinator  
**FLSA Status:** Non-Exempt  
**Revision Date:** January 3, 2022  
**Job Classification:** Grade 3

**SUMMARY** The Partner Support Assistant will support Early Head Start Partner sites and classrooms by working in the classroom and entering documentation as directed by the Education Coordinator. The Partner Support Assistant will also assist in the ordering and delivering of classroom supplies for EHS classrooms and partner sites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Helps supervise Early Head Start children in the classroom and at EHS Partner Sites.
2. Provides classroom time for EHS teacher or EHS Partner in developing lesson plans, including both groups and individual activities.
3. Assists the teacher or EHS Partner in promoting the children's development and learning by using routines and activities as opportunities for growth and learning.
4. Assists the teacher or EHS Partner in development of classroom learning centers.
5. Helps maintain a safe classroom or partner site and ensures that toys and equipment are sanitized regularly.
6. Assists the teacher in tooth brushing activities.
7. Assists the teacher in implementing Conscious Discipline into the classroom environment.
8. Assists the teacher in ensuring compliance with Head Start Performance Standards, agency policies relating to the classroom, and child care licensing regulations.
9. Completes paperwork as assigned by the teacher.
10. Helps maintain curriculum files for each child, observations of learning, and developmental progress.
11. Assumes the teacher's duties whenever the teacher is out of the classroom.
12. Communicates effectively with staff to ensure component coordination.
13. Assists the teacher in ensuring compliance with Missouri Child Care licensing requirements and state laws regarding the mandatory reporting of child abuse and neglect.
14. Assists the teacher or partner site in documentation of federal match.
15. Gather and delivers monthly orders of diapers, diapering supplies, wipes, and formula for EHS partners and EHS classrooms.
16. Works with the EHS Education team as needed to assist in classrooms or partner sites when needs arise.
17. As new EHS children are enrolled works with classrooms and partner sites to ensure needed materials are in place when the child attends EHS facilities.

18. Assists in ordering and delivering quarterly classroom supplies.
19. Delivers training materials to EHS classrooms and partner sites.
20. Assists EHS Education team as needs or duties arise.

### **SUPERVISORY REPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

One to three months' related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight, measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **COMPUTER SKILLS**

Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.

### **PLANNING/ORGANIZATION**

Handles multiple tasks simultaneously.

### **CERTIFICATES, LICENSE, REGISTRATIONS**

Must maintain a first aid/CPR certificate. Must complete at least 12 clock hours of childcare related training each year

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; and required to talk or hear. The employee is frequently required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. The employee will perform moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. The employee must possess manual dexterity sufficient to reach/handle items, works with the fingers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee Name