Family Development Services
A Head Start Organization

JOB OPENING

Position Available: Classroom Assistant

Reports To: Center Director

Location: Various locations around the Indianapolis, IN area

Family Development Services, the grantee for the Head Start and Early Head Start programs in Marion and Hamilton Counties, is seeking applications for Classroom Assistants.

Family Development Services provides opportunities to positively contribute to the lives of children and families by providing high quality early childhood education and comprehensive family focused services through Head Start and Early Head Start programs. An appreciation and valuing of each individual’s background, culture and abilities in our actions, words, work and relationships and recognizing and respecting all staff as well-trained professionals are key elements to our organizational values.

Responsibilities Include

- Assist with the planning and implementation of lesson plans
- Use developmentally appropriate techniques to interact with children – individually or in groups – to support learning throughout the day
- Daily completion of USDA documentation at point of service
- Document observations on children’ anecdotal record forms
- Clean tabletops and floor areas after meals and activities, and clean cots as needed
- Accompany the Family / Child Educator on home visits

**Specific Requirements**

- High school diploma or general education degree (GED) **is required**
- Must have at least 1 year of experience working in a childcare setting

The requirement for a Head Start Classroom Assistant is one of the following:

- A Child Development Associate (CDA) certificate with a Preschool Endorsement
- Or proof that the person is currently enrolled in a program leading to a CDA, Associates or Bachelor degree program in Early Childhood Education
- Or as a stipulation of hire, must earn (CDA) within two (2) years of the date of hire in order to remain employed
- Must be able to occasionally lift and/or move up to one hundred (100) pounds
- **Prefer experience with children 0 to 5 years old**

**Please Submit Application and Resume at [www.fds.org](http://www.fds.org)**