Job Description

Job Title: Teacher Assistant – Head Start

Division/Department: Head Start/Early Head Start

Reporting Relationship: Center Director

Exemption Status: Regular Full-time, Non-Exempt, Non-Safety-Sensitive

Work Schedule: 7:30 a.m. to 3:30 p.m.

Summary of Duties and Responsibilities

The Teacher Assistant is responsible to the Center Director for assisting the Teacher with implementation, assessment; planning, direction of classroom activities for children ranging from three to-five years of age in accordance with the directives and guidelines of Head Start Program Performance Standards, Alabama Standards for Early Learning and Development, Alabama Department of Human Resources, and Agency standards. The Teacher Assistant is responsible for direction of all volunteer activities in the classroom.

Essential Duties and Responsibilities:

Assist the Teacher with the following:

- Provide effective and nurturing teacher-child interactions.
- Plan and implement learning experiences that utilize assessment tools to ensure effective curriculum implementation.
- Plan and implement daily classroom activities based on individual needs of the child.
- Promote child progress for children with disabilities and dual language learners
- Organize classroom space and maintain a safe, healthy, nurturing learning environment, in the classroom and on the playground. Timely perform assessments utilizing instruments selected by the agency; and timely observe and document daily observations and other progress records using designated record-keeping systems.
- Utilize data from screening tools, assessments, behavioral observations, and parental input to submit referrals, follow-up, and/or the development of an Individual Family Service Plan (IFSP), Individual Education Plan (IEP), or Individual Service Plan (ISP) for children.
- Implement IFSPs, IEPs, and ISPs. Provide a variety of developmentally appropriate opportunities for intellectual, socio-emotional, physical and language development, as well as creative expression.
- Conduct and document home visits as required by agency standards and as otherwise warranted.
- Conduct parent-teacher conferences as required and needed.

- Promote school readiness through age-appropriate learning experiences and parental engagement.
- Engage children and families in appropriate transitional activities into, throughout, and from the program.
- Engage children and family during meal times to promote learning, family style eating, and model healthy eating behavior.
- Willingness to participate in required and recommended professional development and continuing education activities.
- Submit required reports, including, but not limited to, data required by the program, the agency, regulators and funding sources in a timely manner.
- Obtain supporting documentation and report in-kind contributions in a timely manner.
- Follow communicated directions and instructions regarding work assignments and procedures.
- Follow all safety guidelines and maintain a safe working environment.
- Comply with all Head Start Performance Standards, and Head Start, DHR and Agency guidelines, policies and procedures.
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- Actively contribute to a positive teamwork environment.

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.*

Required Education and Experience:

- At a minimum, possession of a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential; are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.
- Experience working with pre-school children.

Preferred Education and Experience:

- Possession of an Associate Degree or higher in Child Development or Early Childhood Education or Possession of an Associate Degree or higher in a related field and coursework equivalent to a major relating to early childhood education.
- Experience utilizing and following a curriculum and developing and implementing lesson plans.

Certificates, Licenses, Registrations:

- Valid driver license.
- Liability insurance

- Child Abuse/Neglect Registry Clearance
- Alabama Bureau of Investigation/Federal Bureau of Investigation Criminal Background Clearance
- Medical/TB Skin Test Clearance
- Sex Offender Clearance
- Serviceable automobile, preferred.

Language Skills:

- Ability to communicate orally and in writing to diverse populations.
- Ability to effectively present information to children and families.
- Ability to read well and speak with a soothing voice.
- Ability to communicate in large and small group settings.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to input data and generate reports from computer data systems.
- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, bend talk, hear and to safely lift and carry a child weighing up to thirty (30) pounds. The employee is regularly required to stand and walk. The ability to write, read, listen attentively and speak in a soothing voice is required of this employee. Specific vision abilities required by this job include vision required to constantly observe children and to operate a motor vehicle. Multiple demands from the children and other individuals are frequently required of the employee. In accordance with the Alabama Department of Human Resources Minimum Standards, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to interact with the children at all times and use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Created 11.28.2018
Reviewed by Board of Directors 01.17.2019
REV. 03.04.2021
Reviewed by Board of Directors 03.18.2021
Reviewed by Board of Directors 01.19.2023