



## POSITION DESCRIPTION

<b><u>Position:</u></b>	Teacher Assistant
<b><u>Job Status:</u></b>	Full-Time, Benefits-Eligible
<b><u>FLSA Classification:</u></b>	Non-Exempt
<b><u>Reports To:</u></b>	Associate Director

### Position Summary:

The Head Start Teacher Assistant is responsible for assisting the Teacher in planning and implementing age-appropriate curriculum for the children in the classroom in accordance with the program policies, guidelines, the philosophy, and the Head Start Performance Standards, specifically Section 45 CFR 1304.

### Primary Responsibilities

#### *Supervision, Health, and Safety of Children*

- Maintains and follows all state, federal, and Head Start health and safety guidelines
- Supervises a small group of children or an individual by sight and sound at all times while being aware of the entire group
- Knows the numbers of children in direct care and maintains ratio at all times
- Completes appropriate health and safety paperwork (e.g., medication, accidents, allergies, toileting)
- Organizes the classroom environment and keeps equipment safe and clean
- Documents suspected child abuse immediately and reports them within 24 hours to Child Protective Services
- Administers emergency First Aid when necessary
- Responds immediately and appropriately to multiple or unexpected situations or emergencies

#### *Child Interactions*

- Interacts with children frequently, affectionately, and respectfully at the child's level
- Be available and responsive to children's needs, questions, and requests
- Acknowledges feelings with sensitivity and models appropriate social behavior
- Fosters children's positive self-concept by supporting individuality, independence, and the ability to make choices
- Implements the approved Preschool Curriculum, with the Teacher
- Provides experiences that are developmentally appropriate and fosters problem-solving and critical thinking
- Provides anti-bias, non-sexist language images and experiences
- Helps the children participate in family-style dining
- Demonstrates ability to fully participate in all activities including supervision and interaction with children outdoors for extended periods

#### *Parent Interactions*

- Acknowledges parents and all visitors, demonstrating a friendly, courteous, and professional demeanor
- Maintains confidentiality regarding children and families both in the center and externally
- Communicates regularly with families, both verbally and in writing, regarding the development and specific activities of the children

- Participates in parent conferences
- Assists and accompanies the Teacher in making home visits
- Encourages and schedules parents to participate in planning and evaluating classroom activities
- Assists in planning and conducting classroom orientations for parents and volunteers
- Attends monthly parent meetings as required

#### *Head Start Performance Standards*

- Be familiar with and adheres to the Head Start Performance Standards
- Works with all staff to ensure program compliance

#### *Teamwork*

- Communicates directly to other staff and parents to resolve conflicts
- Establishes and maintains a relationship of cooperation and respect with co-workers and management through active participation, communication, and collaboration
- Ensures continuity of care for children by reporting to work on time, maintaining consistent attendance, adhering to staffing schedules, and demonstrating flexibility to adjust work schedule as needed
- Attends staff meetings, trainings, and other site events, demonstrating flexibility and openness to new ideas and professional growth
- Perform other duties as requested by the Supervisor

#### **Required Qualifications**

- A High School Diploma or GED-Equivalent and a CDA or currently enrolled in a program leading to an Associate's or Bachelor's Degree
- A minimum of two (2) years of experience working with children in an accredited child development program
- Strong verbal and written communications skills
- Ability to professionally interact with people of various cultural and social backgrounds
- Ability to establish supportive relationships with staff and families from diverse backgrounds
- Ability to utilize basic office equipment and familiarity with online data systems
- Ability to work within a team environment as a cooperative and supportive team member
- Must be willing to pursue classes in Early Childhood Education, as required by the program