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| POSITION DESCRIPTION |
| **Title:**Teacher Assistant, Head Start | **Date Prepared/Reviewed:**11/3/00, 06/21/02, 2/26/10, 10/29/12, 4/8/13,3/2017 |
| **Reports to:** Teacher | **Supervises:**None |
| **Purpose of Position:** The Assistant Teacher provides children with a positive learning environment and varied experiences that will help lead them develop in all areas in a manner appropriate to their age and stage of development. The Assistant Teacher works in collaboration with the Teacher and Site Team to enhance the parent’s role as the principal influence on the child’s education and development. |
| Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.**ESSENTIAL DUTIES:*** Become familiar with and implement school readiness goals.
* Collaborates with the Teacher to organize and implement curriculum to fidelity for Head Start children, also will assist Teacher in day to day classroom planning, preparation, and activities.
* Participate in coaching process with Teacher Coach & Education Coordinator to promote positive, effective learning environments for children.
* Assists in the upkeep and maintenance of the classroom equipment, materials and supplies.
* Assists the Teacher with home visits/conferences.
* Assists with the completion of regular reports and observations of each child’s participation and developmental progress.
* Implements Conscious Discipline to fidelity.
* Encourages volunteer & parent participation in the classroom.
* Participates in staff meetings, site meetings, reflective supervision, and relevant training.
* Responsible for maintaining records as indicated in the SENDCAA Employee Manual and in the SENDCAA Head Start Classroom Notebook.
* Substitutes for the Teacher, as needed.
* Report any observations that may be of concern, particularly as defined by the SENDCAA Child Abuse and Neglect plan.
* Responsible for implementing family style meals in a pleasant, well-lit area that encourages conversation & socialization.
* Ensures good health practices, such as tooth brushing and hand washing, are practiced.
* Follow program policies (naptime, outdoor play, etc.)
* Respect each family’s cultural, ethnic and linguistic diversity.
* Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework.

**OTHER DUTIES:*** Performs other duties as assigned or requested.
* Occasional travel to other sites.
* Some nights required for Home Visits and Family Events.
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| **Education/Training Required:*** Preschool Child Development Associate Credential or Associates degree in early childhood
* CPR and First Aid certified, within 3 months of hire
* Mandated Reporting Interactive Training, within 3 months of hire
 | **Minimum Experience and Skills Required:**To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.1. 1 year experience in an early childhood environment
2. Knowledge of developmentally appropriate interaction with young children
3. Ability to communicate in a professional and appropriate manner with children, parents, and staff.
4. Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.
5. Ability to perform work independently under general direction of supervisor.
6. Supports team efforts, cooperates with others and actively learns from other team members.
7. Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs.
8. Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures and regulations.
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| **Education/Training Preferred:*** Bachelor’s degree in early childhood education or related
 | **Experience and Skills Preferred:***
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| The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.**Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children. **Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.**Employee Benefits and Wage:** Information provided in addition to position description.  |
| **The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.****I have read and understand the above Position Description.** |
| Employee Signature: Date: |