

## POSITION DESCRIPTION

<b>Title:</b> Teacher Assistant, Head Start	<b>Date Prepared/Reviewed:</b> 11/2000, 06/2002, 2/2010, 10/2012, 4/2013, 3/2017, 3/2020, 11/2021, 6/2022; 6/2023
<b>Reports to:</b> Teacher	<b>Supervises:</b> None

**Schedule:** Follows an academic 9-month Calendar.  
 Part Day works Monday-Thursday 7:30-4, some Fridays 7:30-1:30, some Non-Work Fridays throughout the year  
 Full Day works Monday-Friday 8-4

**Purpose of Position:** The Teacher Assistant provides children with a positive learning environment and varied experiences that will help them develop in all areas in a manner appropriate to their age and developmental stage.

Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.

**May be relocated within the SENDCAA Head Start or Early Head Start sites to best fit program needs.**

**ESSENTIAL DUTIES:**

*Program*

- Education staff are trained as mandated reporters and will report any observations of concern to Cass County Social Services
- Responsible for following Head Start and SENDCAA program policies and procedures, which include Standards of Conduct, Naptime, Outdoor Play, Classroom Relief, Mealtime, etc
- Participates in relevant training, including staff meetings, site meetings, reflective supervision & case management meetings

I understand my duties under the *Program* section (please initial):

*Education*

- Maintain working knowledge of Head Start Performance Standards and the Early Learning Outcomes Framework
- ~~Can~~ Take an active role in implementing behavior plans
- Become familiar with and implement school readiness goals
- Collaborates with the Teacher to organize and implement the Creative Curriculum for Preschool to fidelity
- Participates in coaching process as assigned to promote positive, effective learning environments for children
- Ability to take on tasks such as: leading small group activities, read aloud, transitioning children from one activity to another, and leading large group when necessary
- Assist in supervising children in classroom/bathroom
- Assists in educational and enrichment activities such as reading, painting, imaginary play, etc.
- Assist in preparing students for nap time
- Implements Conscious Discipline to fidelity
- Assists with the completion of regular reports and observations of each child's participation and developmental progress

- Implements daily, individualized written lesson plans developed by the teacher
- Assists the Teacher with two home visits and two conferences per year per child/family

I understand my duties under the *Education* section (please initial):

*Classroom Organization*

- Assists in the upkeep and maintenance of the classroom equipment, materials, and supplies
- Assist Teacher in day-to-day classroom planning, preparation, and activities
- Assists in maintaining a clean and safe classroom by picking up/cleaning up messes, cots, toys, books, etc.
- Assist Teacher in preparing, distributing & collecting in-kind weekly
- Complete daily/weekly tasks as assigned in a timely manner

I understand my duties under the *Classroom Organization* section (please initial):

*Family*

- Respect each family's cultural, ethnic, and linguistic diversity
- Under the teacher's guidance communicates regularly with parents regarding their child's development
- Encourages parent/volunteer participation in the classroom
- Assists in the transition process, and ensures each child has a successful transition in and out of Head Start with collaboration of the family and appropriate staff

I understand my duties under the *Family* section (please initial):

*Health and Safety*

- Ensures no child will be left alone or unsupervised at any time
- Models/Guides good health practices, such as tooth brushing and hand washing, ensuring they are practiced regularly
- Responsible for implementing family style meals in a pleasant, well-lit area that encourages conversation & socialization. See Mealtime procedure for further instruction

I understand my duties under the *Health and Safety* section (please initial):

**OTHER DUTIES:**

- Substitutes for the Teacher, when absent or away from classroom
- Performs other duties as assigned or requested
- Occasional travel to other sites
- Occasional evenings required for Home Visits and Family Events, time will be flexed

I understand my duties under the *Other Duties* section (please initial):

**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

**Education/Training Preferred:**

Bachelor's Degree in Early Childhood Education or related field

**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 year experience in an early childhood environment
- Knowledge of developmentally appropriate interaction with young children
- Ability to communicate in a professional and appropriate manner with children, parents, and staff
- 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
- Ability to perform work independently under general direction of supervisor
- Supports team efforts, cooperates with others, and actively learns from other team members
- 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
- Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission while adhering to policies, procedures, and regulations

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**