

TEACHER ASSISTANT

POSITION RESULT DESCRIPTION

NESD Head Start Program, Inc.

EDUCATION AND EXPERIENCE: Preferred candidate has at least a CDA (Child Development Associate) Credential or be enrolled in a program leading to a CDA Credential within 2 years of employment or an Associate or Baccalaureate Degree in Early Childhood. Prior experience with children is preferred for the Head Start center based Teacher Assistant position.

QUALIFICATIONS: The center based Teacher Assistant should demonstrate an ability to perform duties outlined in the job description. The Teacher Assistant must have a good rapport with children; be able to work closely with Head Start staff, parents and volunteers; keep current CPR and First Aid training as required by the program; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times.

PHYSICAL REQUIREMENTS: The center based Teacher Assistant must be able to lift 30 lbs. and occasionally heavier items. Must have an initial employment physical examination and provide a doctor's statement of verification.

WORK SCHEDULE: The center based Teacher Assistant is expected to work as per contract in accordance with the annual calendar.

SUPERVISION: The Teacher Assistant is accountable to the Education Coordinator assigned to their area.

EVALUATION: The Education Coordinator assigned to them will evaluate the center based Teacher Assistant's performance two times in the first year and one time per year, thereafter.

SALARY RANGE\ INCREMENTS: The starting salary for this position ranges from \$11.10 to \$12.51 per hour. The center based Teacher Assistant shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the program funding level and the individual's year of experience with the program.

Children and families will always come first in this Head Start Program, above all defined duties, perceived responsibilities, and/or personal priorities!

POSITION OBJECTIVES:

1. To assist the Teacher in planning and implementing learning experiences that advance the intellectual, physical, social and emotional development of children.
2. To assist the Teacher in evaluating children's developmental progress through observations, samples of children's work, and parent reports.
3. To assist the Teacher in encouraging the involvement of the families of the children in Head Start, embrace the role of the parent as the primary educator of the child and promote and support the development of relationships between children and their families.
4. To assist the teacher in establishing and maintaining a safe, healthy learning environment.
5. To continue to improve in all areas as a person through continued education, training opportunities and evaluation recommendations.

KEY RESULT AREA #1: Lesson Planning

Objective: To relate to children in an open, considerate and friendly manner and assist the teacher in planning and carrying out quality lesson plans.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Assist the teacher in planning and implementing learning experiences that are developmentally appropriate, include all areas of development, and provide for the individual needs of the children in the class.
2. Assist the teacher with arranging the classroom in order to provide a safe, healthy learning environment that allows for the full inclusion of children with special needs.
3. Assist the teacher with assessing children's progress through observations, samples of the children's work, and parent report.

KEY RESULT AREA #2: Working with Families

Objective: To embrace the role of the parent as the primary educator of the child and promote and support the development of relationships between children and their families.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Relate to families in an open, considerate and friendly manner.
2. Respect and promote the unique identity of each child and family, showing consideration for each family's culture and values.
3. Encourage families to become involved with their Head Start child through volunteering in the classroom, sharing ideas for the daily classroom activities, providing input for the next steps to take to promote their child's developmental progress, becoming involved with the parent group and Policy Council, or in any way they can.
4. Being responsive to parent's concerns about themselves and their family and linking them with the appropriate Head Start staff and/or community resource for assistance.

KEY RESULT AREA #3: Classroom Management

Objective: To assist the teacher with maintaining a safe, healthy learning environment that represents and includes children of all cultures and ability levels.

Performance Standards:

1. Assist the teacher with ensuring that the classroom is safe and healthy by helping complete a health and safety checklist along with visual daily inspections.
2. Assist the teacher with ensuring that children are monitored at all times, making sure the proper adult/child ratios are met, the pertinent emergency information is available, and that proper procedures are followed in the event of an emergency.
3. Provide appropriate guidance to children.
4. Participate in weekly center staff meetings.
5. Attend monthly in-service.

6. Assist with completing inventories on all materials and equipment in classroom.
7. Janitorial duties as needed.

KEY RESULT AREA #4: Assuming Teacher Responsibilities

Objective: To assume teacher responsibility when the teacher is absent.

Performance Standards:

1. Be prepared and willing to assume teacher responsibilities when the teacher is absent.
2. Complete and submit the required paperwork in a timely manner.
3. Remain up-to-date on all Head Start directives, requirements and operations in preparation for fulfilling the role of acting teacher.
4. Prepare and practice assuming teacher responsibilities throughout the year in preparation for fulfilling the role of acting teacher.
5. Attend parent meetings, as requested.

KEY RESULT AREA #5: Community Representative

Objective: To maintain open, positive communication, rapport and services with people and agencies throughout the community.

Performance Standards:

1. Be aware of community resources.
2. Help with documentation of in-kind from families and community resources.
3. Relating in an open and friendly manner and acting as a positive representative of Head Start while working with people in the community.

KEY RESULT AREA #5: Self-Improvement

Objective: To be an asset to the organization and to continually improve in skills, responsibilities and attitude.

Performance Standards:

1. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
2. Maintain any education credentials and submit a copy to the main office to be kept in employee file.
3. To read all related directives, standards and plans in order to keep up to date with local, state and federal educational standards.
4. The Assistant Teacher will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards on a daily basis.

***This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.**