



Northeast South Dakota Head Start Program, Inc.



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Teacher Assistant

POSITION DESCRIPTION

EDUCATION AND EXPERIENCE: This position is required to have a minimum of a high school degree. Preferred to have at least a CDA (Child Development Associate) Credential or enrolled in a program leading to a CDA credential or an associate or bachelor's degree in early childhood. Experience is preferred in the field of early childhood education but not required. Proficiency in various computer programs in Microsoft 365, including Excel, Outlook, PowerPoint Publisher, Word, and a variety of other program wide software.

QUALIFICATIONS: This position is required to perform the duties outlined in this job description. The Teacher Assistant is to have a working knowledge of the educational needs of children; be able to lead, teach and be a good example for children and their families. This position will have an interest and concern for the philosophy and concept of the Head Start Program. Head Start children and families will always come first, in this Head Start Program, above all defined duties, perceived responsibilities and/or personal priorities!

PHYSICAL REQUIREMENTS: Must be able to lift a minimum of 30 lbs. and occasionally heavier items.

WORK ENVIRONMENT: Work is generally performed in an indoor, office setting, well-lit, well-ventilated, heated, and air-conditioned environment. The noise level in the work environment is usually moderate, but during class time, it can become noisy.

WORK SCHEDULE: This position is expected to work a total of 8 hours per day Monday through Friday in accordance with the Head Start calendar.

SUPERVISION: This position is accountable to the Education Coordinator assigned to their area. The teacher assistant will lead the class and other staff in the classroom to have a high functioning room in the absence of the Teacher. This position does not oversee any positions or departments.

EVALUATION: The Education Coordinator will evaluate this position. They will conduct a 90-day review upon hire and yearly, thereafter.

OBJECTIVES:

Essential Duties & Responsibilities

Key Result Area #1: Interacting with Children, Lesson Planning and Evaluating Progress

1. Assisting the teacher with planning and implementing learning experiences that are developmentally appropriate, including all areas of development, and providing for the individual needs of the children in the class.
2. Assisting the teacher with arranging the classroom to provide a safe, healthy learning environment that allows for the full inclusion of children with special needs.
3. Assisting the Teacher when needed with children's progress through observations, samples of the children's work, parent report and record using the Teaching Strategies GOLD Program.
4. Assisting the teacher with submitting required paperwork in a timely manner (including, but not limited to, lesson plans, attendance, weekly staff meeting minutes).

Key Result Area #2: Working with Families

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 parents' concerns about themselves and their family and referring them to the appropriate Head Start staff and/or community resources for assistance.

Key Result Area #3: Managing the Classroom

1. Assisting the Teacher with maintaining that the classroom is safe and healthy by completing a health and safety checklist along with visual daily inspections.
2. Ensure that children are always monitored, making sure the proper adult/child ratios are met, the pertinent emergency information is available and up to date, and that proper procedures are followed in the event of an emergency.
3. Provide appropriate guidance to children by teaching clear expectations, being proactive, redirecting misbehavior and appropriately handling student behavior.
4. Monitor and act as a resource for center staff, relating in an open and friendly manner.
5. Attend center staff in planning, implementing, and observing activities for children and families.
6. Assist with completing inventories on all materials and equipment in the classroom.
7. Janitorial duties as needed.

Key Result Area #4: Assuming Teacher Responsibilities

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

1. Have knowledge of community resources to be able to link families with appropriate services and agencies.
2. Assisting and encouraging help with in-kind from the community through field trips, speakers, classroom volunteers, etc.
3. Relating in an open and friendly manner and acting as a positive representative of Head Start while working with vendors and people in the community.

Key Result Area #6: Professional Development

1. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
2. Maintain current, required education credentials and submit a copy to the main office to be kept in employee file (check with HR to verify most updated is on file).
3. The Teacher Assistant will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards daily.

**** 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. ****