

JOB DESCRIPTION



Exempt ()
Non Exempt (x)

6/19/17 (Rev.)
Date

Teacher Assistant

(Job Title)

Teaching
Classification Series

General Definition

Under the direction of the Center Director and classroom teacher, assist in the teaching and learning activities of the classroom in compliance with Head Start Performance Standards, California State Regulation (Title 22) and Agency requirements. Assist the teacher in a Head Start setting providing a comprehensive program to meet educational, emotional, social, health, nutritional, and psychological needs of children.

SUPERVISION RECEIVED:

Center Director

PROVIDES WORK DIRECTION TO:

None

ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. Assist the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care;
2. Maintain a cooperative attitude of working together with the teacher, volunteers, parents, and program specialists in planning and implementing activities;
3. Assist teacher to implement the developmental assessment for each child to determine the child's strengths and areas in which each child may need help;
4. Plan with and assist the teacher in preparing materials and supplies in advance for activities;
5. Assist the teacher in maintaining a confidential assessment binder, consisting of developmental assessments, individual goals, and observations of progress toward meeting goals;
6. Assist teacher in implementing behavior plans designed by resource/mentor teachers and/or mental health specialist;
7. Maintain discipline and supervision of children during all activities;

8. Supervise children at all times (both indoors and outdoors);
9. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline;
10. Assist teacher in the full implementation of IEP's and inclusion of children with disabilities and special needs;
11. Assist in developing activities based on Individual Education Plan for children with special needs;
12. Provide input on weekly planning forms;
13. Accompany the teacher on home visits;
14. Assist with direct observations on children and record data;
15. Collect data and file in children's portfolios and files;
16. Assist with kitchen duties and mealtime preparation;
17. Assist teacher to promote parent involvement; and
18. Assist in ensuring that children's daily hygiene needs are met.

TYPICAL DUTIES:

1. Assist in the preparation, implementation, and monitoring of children's curriculum goals and instructional programs;
2. Assist with daily classroom set up and clean up;
3. Provide input for developing weekly lesson plans;
4. Observe each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth;
5. Assist in completing and maintaining bulletin boards;
6. Assist with other responsibilities in the efficient and effective operation of the Agency;
7. Prepare and serve food for children's meal periods; and
8. Performs any other tasks deemed necessary by the teacher and/or center director.

Minimum Employment Qualifications/Competencies

EDUCATION AND EXPERIENCE: **Any combination equivalent to:**

Head Start: Associate's degree in Child Development or Early Childhood Education, and an Associate Teacher Permit or Child Development Associate Credential (CDA).

OR

An Associate's degree in a related field and 12 semester units of Early Childhood Education/Child Development core courses, including three semester units Supervised Field Experience in an Early Childhood Education setting, and the ability to obtain a permit within 90 days of employment.

OR

Associate degree and an Associate Teacher Permit/or Child Development Associate Credential (CDA).

Early Head Start: Same as Head Start including three semester units of Infant Toddler Development courses.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Early childhood education, child development, anti-bias education;
2. Local educational and community resources and their ability to be used in the classroom;
3. Second language acquisition; and
4. Head Start Policies and Procedures preferred.

Ability to:

1. Follow directions given by the classroom Teacher;
2. To work well with young children;
3. Be proficient in oral and written communication in English language and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
4. Write routine reports and correspondence;
5. Speak effectively with children, parents, and other staff;
6. Apply common sense understanding to carry out detailed but uninvolved written or oral instructions;
7. Deal with problems involving a few concrete variables in standardized situations;
8. Communicate with people of various educational, socioeconomic, and cultural backgrounds;

9. Assist the teacher in planning and implementing activities with children between the ages of three and five years, consistent with the curriculum guide, resources and training provided;
10. Follow basic principles of early childhood development; and
11. Establish and maintain effective, working relationships with children, parents, staff, and program specialists.

PHYSICAL REQUIREMENTS:

1. Good manual dexterity;
2. Must have the ability to sit and stand for extended periods;
3. Must have excellent speaking and hearing ability;
4. Must be able to input data using a computer terminal keyboard;
5. Observe and hear sounds of the environment for health and safety;
6. Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure Children's health and safety; and
7. Move up to 40 pounds while moving and holding children.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Positive, Goal-Oriented Relationships:** Engages in mutually respectful goal-orientated partnerships with families to promote parent-child relationships and family well-being.
- **Self-Aware and Culturally Responsive Relationships:** Respects and responds appropriately to the culture, language, values, and family structures of each family served.
- **Family Well-Being and Families as Learners:** Supports families' safety, health, financial stability, life goals, and aspirations.
- **Parent-Child Relationships and Families as Lifelong Educators:** Enhances parent-child relationship and supports parents' role as the first and lifelong educators of their children.
- **Family Connections to Peers and Community:** Facilitates networks and group activities that support families' strengths, interests, and needs.
- **Family Access to Community Resources:** Supports families in using community resources that enhance family well-being and children's learning and development.
- **Coordinated, Integrated and Comprehensive Services:** Acts as a member of a comprehensive services team so that family service activities are coordinated and integrated throughout the program.

- **Data Driven Services and Continuous Improvement:** Collects and analyses information to find new solutions to challenges as part of ongoing monitoring in order to continuously improve services.
- **Foundations for Professional Growth:** Participates actively in opportunities for continuous professional development.

Disclaimer: *“This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with this position. Nothing in the job description restricts AKA Head Start’s right to change, assign, or re-assign duties and responsibilities at any time for any reason.”*

CERTIFICATION: *I certify that I have reviewed the role expectations of my position and understand the description of my job as outlined above.*

Employee’s Printed Name: _____ Date: _____

Employee’s Signature: _____

BOD Approved: 9/21/15, Rev. 6/19/17