

TEACHER ASSISTANT

Job Function: Helps the teacher in planning and carrying out activities in the classroom and all related areas as outlined in the Head Start Performance Standards.

Qualifications:

- CDA (Child Development Associate Credential) or enrolled in a CDA program, High School Diploma or GED.
- Knowledge of child development principles.
- Volunteer time, actual experience or training in working with pre-school children.
- Good physical health.
- Good communication skills.
- Reliable, conscientious and responsible.
- Flexible and willing to accept change in duties and/or schedules.
- Must obtain standard First Aid/CPR card with in probationary period and will keep it current.
- Have a basic working knowledge of computers.
- Be willing to be part of a team and improve on all job-related skills.
- Interest and willing to work with children and adults.
- Must have a TB Test
- Promotes team building and professionalism with all staff in a cooperative and appropriate manner.

Specific Duties:

- Understands that confidentiality should be maintained concerning children, families and staff.
- Helps teacher set up and maintain a safe, healthy learning environment for children.
- Helps teacher plan and carry out a program which builds each child's self-concept and social competence by providing varied experiences which help development; socially, emotionally cognitively and physically.
- Is able to accept supervision, suggestions and corrections.
- Works with all staff to maintain good communication about children and their families.
- Works with all staff to maintain staff morale and team approach.
- Is a good model for children and adults in language, appearance, behavior and attitudes.
- Works with teacher in identifying the needs of each child.
- Works with teacher in setting individual goals for children.
- Writes weekly lesson plans with teacher.
- Plans nutritional snacks with teacher.
- Works as teacher when the teacher is absent.
- Works with teacher in assembling materials to meet the goals of lesson plans during work hours.
- Interacts with children throughout the day on an individual and small group basis.
- Helps develop an atmosphere of warmth and understanding.

- Helps teacher set and maintain consistent limits and reinforce positive behavior. Completes Behavior Incident reports immediately and makes referrals to the appropriate staff.
- Helps keep room and facilities clean and orderly.
- Helps children learn good health practices such as tooth brushing, hand washing, good eating habits, toileting routines, etc.
- Planning time that is available is utilized by evaluating daily lesson plans, anecdotal notes, gathering materials for the next day, cleaning up the classroom, home visits or whatever is necessary to ensure a quality classroom.
- Evaluates daily program and discusses problems with teacher and is self-critical.
- Participates in child staffing as requested.
- Works with teacher in keeping classroom records as requested.
- Participates in orientation for parents at the beginning of the school year.
- Helps maintain parent contacts throughout the school year.
- Attends parent group meeting as requested by director.
- Makes two (2) home visits and two (2) parent/teacher conferences yearly with teacher or more with each family as requested.
- Encourages and assists parents in volunteering in the classroom.
- Helps teacher supervise children in classroom, playground and field trips.
- Attends general staff meetings and other mandatory meetings.
- When attending training/workshops or formal education classes do so representing Head Start in a professional manner. Attends yearly Early Childhood Conference and other training as requested.