



HEAD START
Job Description

<u>POSITION TITLE:</u>	Part Day Teaching Assistant I or II
<u>POSITIVE DESCRIPTION:</u>	The Teaching Assistant assists the teacher with preparing and implementing all activities related to the classroom and program.
<u>SALARY RANGE:</u>	Starting Rate TA I: Head Start Classified Salary Schedule Level 3, \$13.28 Starting Rate TA II: Head Start Classified Salary Schedule Level 5, \$16.02
<u>SCHEDULE:</u>	August – May/June Monday – Friday Hours: 5.9 hours per day, 29.5 hours per week, 1150.5 hours per year Additional paid hours for training, parent events, etc. Some evening hours
<u>SUPERVISOR:</u>	<ul style="list-style-type: none">• Education Specialist• Education Manager for Education Program• Director for Conduct & Personnel Matters
<u>MINIMUM REQUIREMENTS:</u>	TA I: GED or High School Diploma with commitment to obtaining minimally, a CDA or higher within first two years in the position. TA II: CDA, Intermediate Technical Certificate or AA in Early Childhood Demonstrates basic competence in reading, writing, speaking & listening Possesses basic computer skills: email, word processing, data entry
<u>DESIRED QUALIFICATIONS:</u>	<ul style="list-style-type: none">• Job experience in Head Start or other early childhood setting• Bi-lingual
<u>JOB REQUIREMENTS:</u>	All responsibilities listed below, and <ul style="list-style-type: none">• Documentation of hours on program time card• Participation in Program Annual Self-Assessment• Participation in annual Performance Review• On-going Professional Development - 15 hours minimum of related training (program/personal)• Submission of training documentation• Become familiar with Head Start Performance Standards• Become familiar with and follow Head Start and School District 25 Policies and Procedures

HEALTH REQUIREMENTS:

An initial physical exam is required, unless employee can provide documentation of exam completed within prior 12 months.

OTHER REQUIREMENTS:

- Birth Certificate
- Social Security Card
- Proof of Auto Liability Insurance
- Proof of Valid Driver's License
- Declaration of charges/convictions to violent felonies, child abuse/neglect or children sexual abuse
- Cleared background check

Attitudes and Skills with class:

- Follows the lead and guidance of the teacher.
- Assists the teacher in implementing Active Supervision and other Safety Protocol and requirements.
- Assists the teacher in setting up and maintaining a learning environment that follows the program Curriculum and Head Start Performance Standards.
- Assists the teacher in preparing for and implementing developmentally appropriate activities.
- Participates in regular Team Meetings with Teacher and Advocate.
- Assists the teacher in collecting data for assessment.
- When possible, attends I.E.P. meetings.
- Assists teacher in implementing a consistent routine, expectations, and procedures for children.
- Assists teacher in implementing and supporting children with pro-active and positive behavior management strategies; assists teacher in implementing behavior plans, as needed.
- Steps in as teacher when teacher is temporarily/briefly out of the classroom (meetings, behavior management)
- Steps in as teacher for short-term absences (includes stipend).
- Assists the teacher in planning and preparing for parent events (parent committee meetings, family events)
- Participates with the teacher in two home visits and two parent teacher conferences per year.
- Assists with maintaining an inventory of classroom equipment and supplies; assists teacher and children in learning and using proper care and use of equipment and materials.
- Assists teacher with following protocol for receiving and releasing children from/to parents or busses.
- Assists with children who are injured or ill.
- May assist in toileting/diapering in the absence of the classroom assistant or as needed; including documentation.
- Other duties, as assigned by the teacher.

Attitudes and Skills with Children:

- Is familiar with and follows guidance for interactions with children as per the CLASS Assessment Tool.
- Engages with children in a respectful and caring manner.

- Supports children in learning and following classroom rules/expectations/procedures and uses proactive and positive behavior strategies.
- Actively participates with children at all times (including outside time, meals, and toothbrushing).

Attitudes and Skills with Parents:

- Engages with parents in a respectful and friendly manner.
- Works with teacher to establish a positive partnership with parents.
- Models appropriate child development skills.
- Supports parents and community volunteers while in the classroom.
- Refers parent questions/concerns to the teacher.

Attitudes and Skills with Co-Workers:

- Approaches co-workers with positive intent, empathy and support;
- Engages with co-workers in a respectful and professional manner;
- Values each person's skills, contributions, and job roles; understands own role in relationship to the roles of others;
- Approaches conflicts/problems with a problem-solving mindset and manages such as they arise with the appropriate individual(s) involved before seeking support from supervisor;
- Respects privacy and confidentiality of co-workers and refrains from spreading gossip and supports co-workers in doing so also;

General Work Habits & Responsibilities:

- Arrives on time and is reliable in attendance; works full paid hours.
- Follows program procedures for absence notification.
- Signs agreement to and follows Code of Ethics Statement (including confidentiality).
- Exhibits a positive attitude and uses positive communication skills.
- Completes required paperwork accurately and according to due dates established by the program.
- Responds promptly to requests and memos (e-mail, notices) from supervisor and managers.
- Uses technology as required by the program.
- Participates in personal self-assessment and responds to supervision with a positive, learning attitude.
- Accepts and respects the diversity of others including children, families, staff and volunteers.

Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, monitor, and observe child situations, and perform essential functions of the position;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment, to operate a motor vehicle and meet with clients, co-workers at various locations and perform the essential functions of the position;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in various office/school locations with computer equipment, perform the essential functions of the position;
- Job tasks may require, with or without reasonable accommodation, climbing, stooping, bending /sitting upon child size furniture, kneeling, crouching, reaching, standing, walking, lifting up to 40 pounds, fine motor finger movements, grasping, and repetitive motions.