



JOB DESCRIPTION

NAME AND JOB TITLE: — Head Start Teacher's Aide

Exempt: No

Supervisor: Center Manager

Department: Head Start

Introductory Period: 90 days

Work Period: 12 months per year

GENERAL DESCRIPTION

The Teacher's aide is responsible for educational activities such as learning, playing, eating habits, safety, toileting, behavior management, and all other activities both in the classroom and on the playground. Teachers' aides must maintain a positive relationship with parents and open communication. Engage individual and small groups of learners in instructional activities according to the lesson plan. Assist in documenting and providing objective information about children's performance that enables them to plan and modify the curriculum (individualization). Must possess planning skills and be able to use time wisely.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Head Start Teacher's Aide will:

- Ensure children are always safe both in the classroom and on the playground.
- Build a culture of safety.
- Assist with recruitment.
- Be able to confer with the teacher regarding daily activities so as to understand, "How can I help?"
- Assist in preparing the classroom for the daily activities of the children.
- Attends monthly staff meetings and contributes relevant suggestions for improvements that enhance learning.
- Assist with communicating necessary information to children, other staff, and parents regarding children's progress and/or needs.
- Works cooperatively and constructively with fellow staff members and supervisor.
- Performs routine housekeeping tasks according to schedule or as assigned by supervisor.
- Attends necessary training to enhance professional development, including classroom activities and policies and procedures, and keeps up to date with development in areas such as health, nutrition, child development, mental health and disabilities.

- Maintains an orderly physical environment conducive to the optimal growth and development of children.
- Assist in the responsibility for the equipment and materials in his/her classroom and assist children in learning appropriate use and care of materials and equipment.
- Promotes good eating habits by sitting at the table and eating the same foods as the children during mealtime and snack time, conversing with them, and encouraging good table manners by modeling family-style dining.
- Assist food service to ensure that children receive required portions.
- Balance strenuous activities with periods of quiet activities and rest.
- Recognizes individual differences in children and adjusts activities and expectations accordingly.
- Assist in supervising, monitoring, and participating in outdoor play and activities.
- Assist with daily health inspections of children as they arrive at the center.
- Assist with supervising, instructing, and modeling toothbrushing.
- Be an active partner in the coaching/mentoring process.
- Assist in planning for and participating in activities for the parents when necessary.
- Assist with two required parent conferences each year with each family enrolled and provide appropriate documentation. These visits should offer parental progress and ways in which they may foster the growth and development of their child.
- Implement the Creative Curriculum to fidelity.
- Embrace and utilize DRDP as the ongoing assessment. Lesson plans and individualization will also be implemented with this tool.
- Work constructively with volunteers in the classroom.
- Move children towards school readiness goals through individualized planned learning opportunities.
- Ensure meal counts are completed at the point of service (when students are eating).
- Ensure safety incidents are promptly reported.
- Assist with 45-day developmental screenings.
- Use Conscious Discipline as the method for redirections of behaviors.
- Regular work hours are 7:30 a.m. until 3:30 p.m. Any schedule variation must be approved by the supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Performs any other assigned tasks relevant to the effective operating of the program or other tasks assigned by supervisor.

AGENCY REQUIREMENTS

1. Appearance: Maintain a professional appearance and hygiene.
2. Reliability: Dependable in carrying out responsibilities.
3. Safety: Adheres to safe regulations and policies.
4. Punctuality: Adheres to scheduled work hours.
5. Compliance: Comply with performance standards, childcare regulations, and agency policies and procedures.

6. Driver's License: Must have a valid Texas driver's license and automobile insurance with an employee name in order to be insurable by the agency's insurance company.
7. Professionally represent Tri-County Community Action, Inc. in all situations.
8. Maintain confidentiality of all information.
9. Maintain building security.
10. Assist with all safety and supervision of EHS/HS children.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- Child Development Associate (CDA) or Level 1 Certificate required within one year from the date of hire.
- Obtain and recertify CPR and First Aid certifications.
- Obtain and recertify food handler's certification.
- Experience teaching/working with young children in public or private kindergarten, Head Start, or childcare.
- Ability to be calm and make good judgement in stressful situations.
- Strong communications skills
- Must have a valid Texas driver's license and automobile insurance with the employee's name in order to be insurable by the agency's insurance agency.

REQUIRED SKILLS/ABILITIES

Language Skills: Oral and written communication skills. Interpersonal skills and experience working with others.

Reasoning Ability: Problem-solving skills.

Physical Demands: Must be able to lift or move 20 to 25 pounds. They are expected to be an active participant in the work and play activities so they must be in good physical health.

Other Skills/Abilities: Computer skills are required. Utilizes knowledge of various software programs to operate a computer in an effective and efficient manner.

PERSONAL QUALITIES

- Must genuinely like young children and enjoy working with them.
- Must be clean and neat in appearance and therefore able to set a good example for hygiene practices for children.
- Have the ability to conduct oneself in a manner that relates to TCCA policies.
- Follows the four agency's behavior competencies: integrity, teamwork, professionalism, and compassion.

SUPERVISORY DUTIES

None

DISCLAIMER STATEMENT

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to the financial constraints of TCCA, your position is subject to immediate termination.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____