

JOB DESCRIPTION

JOB TITLE: Floating Teacher Assistant

SUPERVISOR: EARLY CHILDHOOD DEVELOPMENT MANAGER

WORKING HOURS: Monday through Friday/ 8:00 a.m. - 3:30 p.m. (Normally)

WORK STATION: Head Start Center

DUTIES AND RESPONSIBILITIES:

1. Assist with providing educational experiences for children according to the Performance Standards and program regulations that promotes School Readiness
2. Assist with providing a conducive learning environment that promotes School Readiness
3. Assist with implementing an appropriate curriculum that promotes School Readiness
4. Assist with providing effective teach/child interactions required of the Classroom Assessment Scoring System (CLASS) to promotes School Readiness
5. Assist with maintaining acceptable discipline in classroom using the domains of CLASS
6. Recruit volunteers
7. Assist with maintaining a safe and clean environment
8. Support all Head Start service areas
9. Assist at different center sites as determined by the Early Childhood Development Manager.
10. Maintain proper staff/child ratio at centers.
11. Assist with maintaining appropriate records and files
12. Assist with monitoring and updating children's files for licensing and Performance Standards Requirements
13. Assist with the administration of the developmental screenings on children.
14. Assist with the implementation of activities for all children inclusive of all ten domains of learning to promote School Readiness
15. Other appropriate duties required by the Center supervisor.
16. Assist Family Services Worker in working with families as deemed necessary

17. Other appropriate duties required by program administrators
18. Attend local and out of area workshops
19. Other duties as deemed necessary

DESIRABLE SKILLS AND QUALIFICATIONS:

1. Ability to work effectively with preschool children
2. Ability to communicate with parents
3. Ability to communicate effectively with staff
4. Have means of transportation
5. Ability to accept supervision effectively from teacher, other staff, and adults
6. Must be able to acquire and maintain NC CDL with P&S endorsement

EDUCATION AND EXPERIENCE:

Associates Degree in ECE or Child Associate Credential (CDA)

Read and Understood by Staff:

Staff Signature

Printed Name

Date