



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Teacher Assistant
LOCATION: Head Start Center
SUPERVISOR: Teacher
WORKING HOURS: Monday - Friday, 7:30 a.m. to 3:30 p.m. (Typically)

JOB OVERVIEW:

The Teacher Assistant supports the classroom teacher in providing educational experiences and a conducive learning environment for children. This role involves assisting in curriculum development, maintaining classroom discipline, and promoting school readiness.

KEY RESPONSIBILITIES:

Educational Support:

- Assist with providing educational experiences that promote school readiness.
- Assist in developing and implementing an appropriate curriculum.
- Support effective teacher/child interactions as required by the Classroom Assessment Scoring System (CLASS).
- Help maintain acceptable discipline using CLASS domains.

Classroom Management:

- Recruit volunteers to support classroom activities.
- Maintain a safe and clean learning environment.
- Develop lesson plans that promote school readiness.
- Assume the role of the teacher in their absence.
- Assist with maintaining appropriate records and files.
- Monitor and update children's files for licensing and Performance Standards Requirements.

Assessment and Development:

- Assist with the administration of screenings and assessments.
- Update children's progress to promote school readiness.

- Implement early literacy and math activities covering all eleven domains of learning.

Family and Community Engagement:

- Assist Family Services Worker in working with families as needed.
- Make home visits if the teacher has a child enrolled in the classroom.
- Set up Teacher/Parent Conferences if the teacher has a child in the classroom.

General Duties:

- Support all Head Start service areas.
- Attend local and out-of-area workshops.
- Perform other duties as required by program administrators.

REQUIRED SKILLS AND QUALIFICATIONS:

- Ability to work effectively with preschool children.
- Strong communication skills with parents and staff.
- Means of transportation.
- Ability to accept supervision effectively from the teacher, other staff, and adults.
- Ability to acquire and maintain NC CDL with P&S endorsement.

EDUCATION AND EXPERIENCE:

- Associate's Degree in Early Childhood Education (ECE) or Child Development Associate (CDA) Credential.

Signature _____ Date _____

Updated 7/2024