

## Teacher Assistant

**REPORTS TO:** School Readiness Supervisor or Site Manager

**FLSA STATUS:** Non-Exempt

**STATUS:** Full time, 40-52 weeks, 35-40 hours per week

**SAFETY SENSITIVE:** Yes

---

### **Job Summary:**

Responsible for working directly with all children in the classroom, assists the classroom teacher in planning and implementing appropriate early childhood activities with the assistance of parent volunteers, including working under the supervision of the Teacher and is responsible for temporary assignments of teaching duties as assigned by his/her supervisor, the Site Manager or the Site Supervisor School Readiness Supervisor within the Head Start Program.

### **Essential Functions:**

The Teacher Assistant will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Teacher Assistant responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Teacher Assistant will demonstrate competency to perform essential functions that include:

- Directly supervise and assist children in performing daily activities in the Head Start Center.
- Actively participate in classroom operations by creating developmentally appropriate lesson plans that include IEP, developmental assessment goals, teach/instruct age appropriate language development, pre-math skills, encourage staff and child interaction, implement appropriate room arrangement and classroom environment, set goals and objectives, conduct on-going observation/assessments, facilitate family-style meals, plan classroom activities and reinforce behavior management.
- Encourage parents to participate and volunteer in classroom and other Head Start activities.
- Communicate with families on a daily basis.
- Maintain a clean and safe classroom.
- Attend and actively participate in staff meetings, training sessions, C.D.A./ECE classes, and related career development classes.
- Actively participate in the recruitment of eligible Head Start children and families.
- Assist with (2) home visits per child per year.
- Assist with the planning and implementation of parent meetings and any related parent activities.
- Assist (or arrange and follow up for EHS TA) with parent/teacher conferences ensuring that parents are kept informed about their child's progress.
- Assist children in serving food, practicing appropriate table behavior, and good nutritional habits using CACFP guidelines.
- Maintain strict child confidentiality.
- Assist with children's screenings including but not limited to audio, vision, height/weight, anemia, IEP, mental health and development. Assist with documentation and follow-up on social services and other referrals.
- Complete reports as assigned by supervisor with accuracy and timeliness.

### **Minimum Requirements:**

- Requires HSD/GED. All Head Start teacher assistants must be enrolled in a CDA credential program that will be completed within 2 years from the date of hire. CDA/ECE Certificate or AA/AAS degree preferred. All education must be from an accredited institute.
- Teacher Assistant must be at least 18 years old.
- Six months BCCL or Head Start parent, volunteer work in Head Start (HS) or Child Care (CC).
- Advanced computer skills in word processing, Internet and e-mail.
- Arizona Driver's License, proof of insurance, fingerprint card, Social Security card, CPR and First Aid, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.
- Bilingual English/Spanish skills highly desirable.
- Food Handlers Card or Certificate within 30 calendar days of hire.

**Knowledge, Skills, and Abilities:**

- Excellent oral/written communications and team membership skills required.
- Ability to supervise Birth-Preschool children (as appropriate), ensure a safe learning environment including the ability to monitor, respond to events going on at all times in classroom, outdoor play area, fieldtrips.
- Communicate in a professional manner with internal/external customers, prioritize workload while being flexible, make frequent decisions to assure developmental progress of children, and respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Knowledge in Application of the principles of early care and education, adult learning styles, Cultural and Ethnic Diversity and Family Dynamics required.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.
- Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

---

Employee Signature

---

Date