

**Position:** Teacher Assistant

**Job Status:** Grade 4, Step depending on experience and qualifications

### **I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

### **II. Minimum Qualifications:**

- Must possess a High School Diploma or GED Equivalence and should have two (2) years of credits from an accredited college or university with a minimum of six (6) semester or equivalent quarter hours in early childhood development or related courses;  
Or
- Minimum one (1) full year time early childhood experience in a licensed early childhood program and one (1) year of credits from an accredited college or university, with six (semester or equivalent quarter hours in early child development or related courses;  
Or
- Current child development Associate (CDA) credential
- Must be able to meet the specific needs of children and work to nurture children's physical, social and emotional growth in a childcare setting
- Must be able to work under supervision in classroom activities and curricular implementation
- Will be expected to work hours in addition to regular workday, attend evening meetings, weekend training and activities for families, and out-of-county training conferences

- Must assume responsibility for maintaining progress toward higher education plan related to degree attainment
- Ability to use appropriate and positive discipline
- Must have CPR and First Aide certification
- Must have clearance by the Child Care Division, Criminal History Registry
- Must pass pre-employment physical and have current TB skin test/chest x-ray with negative results

### **III. Specific Responsibilities:**

1. Assist in implementing the program curriculum and the Head Start Performance Standards for classrooms. Provide input into the preparation of developmentally appropriate lesson plans in advance, which include: multicultural educational materials and activities; family style dining at meals and snacks, per HSPS and program policy and procedures; and, individualized activities that are recorded in the lesson plans. Assist in documenting volunteer activities and parent input in the lesson plans
2. Assist in organizing the classroom in well-developed and defined learning centers, rotating materials routinely to create a stimulating learning environment for young children. Assists in maintaining a classroom that is clean, safe and free of clutter, with learning materials labeled and organized to make them easily assessable for use by the children. Assists in preparing attractive and eye-catching displays for the room, changing and maintaining them regularly. Displays children's work at their level, making this the focus of displays.
3. Assist with preparing the room prior to the children's arrival and with cleaning and preparing the classroom or the next day. Assists with recruiting classroom volunteers and planning activities for them to do in the classroom
4. Facilitates children's learning, using appropriate child guidance techniques. Stays involved with the children at all times in the classroom and on the playground
5. Assist in observing children and recording observations, making appropriate referrals to the Teacher. Assist in maintaining anecdotal records according to program policies and procedures.
6. Assist with developmental screening, as assigned, ensuring proper administration of the screening and accurate results. Assist in maintaining and effectively using up-to-date individual and group checklists

7. Involves parents in all aspects of the classroom. Greets and talks with parents and children pleasantly and appropriately, ensuring a positive home-center connection and a family partnership. Works with the Teacher to maintain ongoing professional and appropriate communication with parents through a variety of methods (phone calls, notes, informal conferences) and assist in preparing activities to send home for parents to do with their children. Encourage parents to become involved in workshops, training, parent meetings, and other Head Start activities
8. Assist Teacher with at least two (2) home visits and two (2) parent conferences with each child's family per year, according to the program's schedule.
9. Assist in maintaining accurate records and reports and with maintaining supplies and developing lists to replace them, as assigned. Participates in center staff meetings, case management meetings, and Head Start meetings.
10. Reports to work at scheduled times and maintain a good attendance record
11. Continues professional growth by participating in training and workshops/conferences self- obtained and by the program
12. Mandatory reporter of suspected child abuse and neglect
13. Assure confidentiality of records and privileged information at all times
14. Performs other duties as assigned and reasonably within the scope of the duties
15. Other duties as assigned

**Immediate Supervisor:** Classroom Teacher  
**Secondary Supervisor:** Site Manager

**Date of Approval** \_\_\_\_\_