

POSITION TITLE: Teacher Assistant

RESPONSIBLE TO: Education Manager

WORK SITE LOCATION: Madison Head Start Classroom ½ Day Program

HOURS OF WORK: 22-40 hours/week –9-10 months/year

DAYS PER WEEK: Monday – Thursday: 7:30am – 12:00 pm, Friday: 4 hours

SALARY RANGE: Based on education and experience

STATUS: Regular Part Time/Non-Exempt

JOB SUMMARY:

To support teacher in implementing the *Creative Curriculum for Preschool* and any appropriate supplementary materials in the classroom. To assist in meeting the developmental needs of children in your care. To provide a safe learning environment. To comply with Head Start Performance Standards and Minnesota Dept. Of Human Services regulations. To communicate with families and empower them to advocate for their child's education.

PRIMARY JOB FUNCTIONS:

CLASSROOM RESPONSIBILITIES:

1. Plan age appropriate activities & experiences with the teacher.
2. Provide rich interactions with children. Examples of these include: Facilitating students' learning through open ended questioning; interactive play on the floor; providing interesting and creative materials; creating opportunities for children to predict, experiment, and evaluate; focusing their attention during discussions.
3. Help observe and document children' progress toward School Readiness Goals by writing anecdotal observations based on the Teaching Strategies Gold (TSG) objectives.
4. Keep room safe at all times, and clean as time provides.
5. Work with individual children & small groups to enhance their social, emotional & intellectual growth.
6. Become comfortable teaching a lesson or being in charge of a group activity at least once a week. (once a day preferred)
7. Check teacher's daily lesson plans and be able to follow them.
8. Follow assistant's daily protocol as described in employee handbook.
9. Maintain a professional relationship with school staff, office staff, and parents
10. In the absence of the teacher, be able to be the lead teacher.
11. Document attendance daily. Contact families within 1 hour if child is absent. Document absence reason and attempts to contact parents in ChildPlus.
12. Toileting assistance
13. During large group, the Teacher Assistant will be the primary staff to redirect misbehavior.
14. Assist with completion of ESI-R.
15. Analyze Program Data.
16. Mandatory attendance at Staff Meetings/Trainings.

PARENT COMMUNICATION RESPONSIBILITIES:

1. Encourage parents to participate in Parent Meetings, training opportunities and volunteering in the classroom.
2. Support volunteers as they learn classroom routines and duties; remember to make them feel valuable and that jobs they do are worthwhile.
3. Assist teacher in preparing parent communication for families monthly (at minimum) and send home with children.
4. Engage parents in the Home Visit activities (if assigned this duty)
5. Responsible for completing Parent, Family, Community Engagement duties as assigned.

COMMUNICATION WITH HEAD START OFFICE RESPONSIBILITIES:

1. Turn in monthly reports/attendance/menus as required.
2. Assist in making requests for supplies & materials for classroom.
3. Update classroom inventory, when asked by teacher.
4. Dependable attendance is required/ call supervisor if absent.
5. Responsible for checking and responding daily to school email account and phone messages.
6. Dependable attendance/call supervisor if absent.

SKILLS & QUALIFICATIONS:

1. High School diploma or GED.
2. Experience with preschool children in educational settings preferred.
3. Training in Early Childhood Education (2% of hours worked) yearly, after position attained.
4. Willingness to earn a Child Development Associate certificate.
5. Willingness to obtain Family Service Credential.
6. Ability to maintain an environment that is conducive to learning.
7. Ability to cooperate with teacher, school personnel, office staff and parents.
8. Ability to take direction.
9. Be dependable and punctual.
10. Ability to relate to children.
11. Work experience in Community Service based programming preferred.
12. Past or present Head Start parent or student preferred.
13. Ability to be sensitive, respectful and accepting of all families.
14. Demonstrate agency and program values in job performance.
15. Possess and maintain the necessary skill level in technology systems and software required to perform individual job duties.
16. Maintain confidentiality in accordance with agency policy and federal, state regulations.

AGENCY REQUIREMENTS TO OBTAIN & MAINTAIN EMPLOYMENT:

1. Pass a background check.
2. Possess a valid driver's license & have access to a vehicle.
3. Pass an initial TB screening.
4. Pass a defensive driving course (valid for 3 yrs.)
5. Maintain first aid & infant/child CPR training certification.
6. Pass an initial physical.

JOB RESTRICTIONS:

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL INCLUSIVE. EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This document does not constitute a written or implied contract of employment and may be revised by the agency at any time.

I acknowledge that my employment at Prairie Five Community Action Council is “at-will”, meaning that the terms of employment may be changed with or without notice, with or without cause, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. I have entered into my employment with Prairie Five voluntarily, and acknowledge that there is no agreement or contract express or implied between Prairie Five and me for continuing or long-term employment. While supervisors and managers have certain hiring authority, no supervisor or manger or representative of Prairie Five has any authority to alter the at-will relationship.

I am able to perform the essential functions of this job without accommodations. IF an accommodation need should arise, the Prairie Five HR Department and the Head Start Director, need to be notified immediately.

Signature

Date

EOE/AA/ADA EMPLOYER