Job Title:	Substitute Teacher Assistant	Work Site Location:	Montevideo/Granite Falls Head Start
Department:	Head Start	Hours:	40 hours/week – 9-10 months/year
Reports To:	1.Classroom Teacher 2.Education Manager	Days per Week:	Monday – Thursday, 7:30 am – 3:45 pm, Friday, 7 hours excludes 30-minute lunch break
Salary Range:	(TBD)	Employment 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 Department of Human Services regulations. To communicate with families and empower them to advocate for their child's education.

Classroom Responsibilities:

1. Assist the Teacher with the planning and implementation of age-appropriate activities.
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. Assist with the observation and documentation of student's progress toward School Readiness Goals by documenting observations based on the Teaching Strategies Gold (TSG) objectives.
4. Always keep room safe and clean, as time provides.
5. Work with individual children and small groups to enhance their social, emotional, and intellectual growth.
6. Become comfortable teaching a lesson or overseeing 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. Step into the role of the lead teacher if they are absent.
11. Document attendance daily. Contact families within 1 hour if child is absent. Document absence reason and attempts to contact parents in ChildPlus.
12. Obtain/Maintain SafeServ Licensure and buy/serve food **designated by site.**
13. Toileting assistance.
14. During large group, the Teacher Assistant will be the primary staff to redirect misbehavior.
15. Assist with completion of Brigance.
16. Analyze Program Data.
17. Mandatory attendance at Staff Meetings/Trainings.
18. Assist with family outreach and recruitment for the Prairie Five Head Start program.

Parent Communication Responsibilities:

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

Communication with Head Start Office Responsibilities:

1. Turn in monthly reports, attendance, and menus, as required.
2. Assist in making requests for supplies and materials for classroom.
3. Update classroom inventory, when asked by teacher.
4. Dependable attendance; notify supervisor in advance of an absent.
5. Responsible for checking and responding daily to school email account and phone messages.

Qualifications and Skills:

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 assist co-workers with the maintenance of an environment that is safe, nurturing, and conducive to learning.
7. Ability to cooperate and communicate professionally with other adults.
8. Ability to take direction.
9. Ability to relate to students and their parents in the program.
10. Work experience in Community Service based programming preferred.
11. Past or present Head Start parent or student preferred.
12. Ability to be sensitive, respectful, and accepting of all families.
13. Demonstrate agency and program values in job performance.
14. Possess and maintain the necessary skill level in technology systems and software required to perform individual job duties.
15. Maintain confidentiality in accordance with agency policy and federal/state regulations.

Agency Requirements to Obtain and Maintain Employment:

1. Have a valid driver's license and access to an automobile.
2. Complete a Defensive Driving course every three years.
3. Must pass a background check.
4. Maintain first aid and infant/child CPR training certification.
5. Pass an initial TB screening.
6. Pass an initial physical with recurring checkup five years thereafter.

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 my employment with Prairie Five voluntarily and acknowledge that there is no agreement or contract expressed 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.

_____ _____
Employee Signature Date

_____ _____
Head Start Director Signature Date

EOE/AA/ADA EMPLOYER

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for this position.