

HEAD START TEACHER AIDE/ASSISTANT

DEPARTMENT	Head Start
GRADE	1
CLASSIFICATION	Non-Exempt
REPORTS TO	On-Site Manager/Teacher

Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principles. Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC). Dress and personal appearance requirements may be made by program Directors and the Executive Director that project appropriate image or impact health and safety issues.
CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.

Job Summary

To plan and conduct age appropriate learning experiences for young children who are three to five years of age.

Duties and Responsibilities

1. Assist teacher in carrying out the daily schedule.
2. Use only Head Start approved materials (ex. tapes, videos) and ensure that ditto sheets, lined paper and patterned art is not used in the classroom.
3. Assist and supervise volunteers.
4. Make home visits.
5. Work with FSW to ensure that all children are taken for medical and dental examinations and follow up and maintain records of same.
6. Coordinate classroom activities with other components.
7. Help administer screenings of children.
8. Assist in writing of IEPs for children with disabilities.
9. Participate in Chat Rooms. Participation in Literacy activities.
10. Take charge of the classroom in the absence of the teacher.
11. Attend parent meetings.
12. Be willing and able to attend trainings (agency and outside).
13. Assist in keeping the facility and outside premises clean.
14. Obtain a CDA certificate within 18 months of employment.
15. Ensure confidentiality of Head Start records.
16. Assist with record keeping in the child's folders and computer tracking program.
17. Comply with the Head Start Performance Standards and State Licensing Requirements
18. Promote and implement Active Supervision at all times.
19. Any other duties as assigned by management.

Behavior Standards

1. Conduct self as representative of the Agency.
2. Regular attendance on job.
3. Establish and maintain effective working relationships with the child, parent, other staff members and the community.
4. Have good personal hygiene and be well groomed.
5. Dress according to CADC's dress code.

Qualifications for Teacher Aide/Assistant

1. Must have a high school diploma or GED; knowledge of early childhood education is helpful.
2. Must obtain a CDA Credential within 24 months of hire date.
3. Ability and desire to work with low-income families and different ethnic groups.
4. Ability to work under the supervision of the On-Site Manager and/or the classroom teacher.
5. Have reliable transportation, a valid Oklahoma driver's license and liability insurance.
6. Must not work at the center while infected or carrier of communicable disease.
7. Must provide documentation that they meet the health standards set forth in the State Licensing regulations.

Physical Requirements

1. Ability to manage physically active children ages 0 to 4 within a weight range up to 60 pounds including lifting, guiding and withstanding sudden movements.
2. Physically able to perform essential job responsibilities.
3. Ability to lift several times in an 8 hour day.
4. Bending at waist, kneeling, stooping and sitting on floor, or crouching to maintain direct eye contact with children.
5. Ability to lift items and equipment up to 60 pounds with or without reasonable accommodations.
6. Must pass a pre-employment physical exam.

I have read and understand this job description. I am fully qualified for this position and will perform the duties as described. I understand that this job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and trainings as dictated by their supervisor(s). I understand that management reserves the right to revise the job description as necessary and appropriate to meet program requirements and regulations.

Employee Signature: _____

Date: _____