



TEACHER'S AIDE

IMMEDIATE SUPERVISOR: Early Learning Coordinator

WORKING HOURS: As scheduled to meet program needs – *Temporary Position*

MAJOR DUTIES/FUNCTIONS/RESPONSIBILITIES:

EARLY CHILDHOOD EDUCATION AND HEALTH SERVICES

Education and Early Childhood Development

- Assists in providing a balanced child development environment based on individual learning styles and family compositions with respect to both the independent and inclusive needs of all children.
- Assists in providing a socially and emotionally supportive environment through helping establish a secure, consistent and realistic environment with respect to individual and family backgrounds and children's needs.
- Assists in providing for each child's cognitive and language development using strategies that promote exploration, self-expression and interaction.
- Assists in providing an environment for emergent literacy and language opportunities relevant to developmental levels.
- Assists in providing equipment, materials, space and supervision to promote physical development.
- Assists in providing a curriculum that supports individual patterns of learning and promotes social and cognitive skill building through integration of education, health, mental health and nutrition activities in both small and individual groupings.

Child Health and Safety

- Demonstrates good safety and hygiene practices.

Child Nutrition

- Assists in providing dental hygiene in the classrooms.
- Participates in family style meal situations and helps ensure that sufficient time is allowed for eating.
- Provides encouragement to children to try new foods.

Child Mental Health

- Assists in promoting children's mental health in all classroom environments and activities.
- Assists in implementation of practices responsive to identified behavioral and mental health concerns of an individual child or group of children.

FAMILY AND COMMUNITY PARTNERSHIPS

Family Partnerships

- Is welcoming to all parents and community partners participating in classroom activities.

Management Systems and Procedures

- Demonstrates confidentiality in all Head Start matters.

Human Resource Management

- Abides by the agency standards of conduct as described in the Performance Standards and Personnel Policies.
- Demonstrates a team approach in established classroom partnerships with coworkers.
- Demonstrates the ability to follow directions and communicate with classroom staff.

Facilities, Materials, and Equipment

- Assists in providing ongoing monitoring with health, safety, and developmental needs of children in mind.

Disabilities Service Plan

- Assists in providing children with disabilities all educational services in an inclusive setting as determined by their IEP.

QUALIFICATIONS:

- Must have a high school diploma or equivalency certificate.

SPECIAL KNOWLEDGE AND SKILL REQUIREMENTS:

- The ability to work with disadvantaged and low-income families.
- The ability to communicate effectively through the use of good English language and grammar, both written & verbal.
- The ability to maintain proper documentation.
- The ability to work in partnership with co-teachers and other Head Start staff.
- The ability to physically interact with children, including stand, walk, sit, bend down to a child's level, sit on the floor with children, respond to a child's quick & frequent movements.

SALARY RANGES AND INCREASES:

- The Teacher Aide salary shall be based upon experience, education and comparable to similar positions in the communities served.

My signature indicates that I have received a copy of this job description and accept responsibility for performing the above-mentioned job duties.

Employee Signature _____ Date _____