JOB DESCRIPTION

Head Start Teacher Assistant– TA1

1. LIFT Community Action Agency, Inc.	**2. Program: Head Start**
3. Reports To: Head Start Teacher	**4. Title: Teacher Assistant – TA1**
5. Grade: TA-1	**6. Date: October 2021**
7. Approved By: Rebecca Reynolds, Executive Director	**8. Status: Non-Exempt**

JOB SUMMARY:

The Head Start Teacher Assistant will assist the Head Start Teacher in all aspects of the care and training of children enrolled in the Head Start Program.

The Teacher Assistant will teach with emphasis on development of the whole child including partnering with parents. Must have the ability to read, speak and write with proficiency in English language; provide and maintain a safe environment; and maintain regular attendance.

Ability and willingness to assume the responsibility for continuing pre-planned classroom activities in the absence of the Teacher; administer planned instructional activities and evaluate children as directed by the Teacher. This is a Safety Sensitive position.

DUTIES AND RESPONSIBILITIES:

1. Provide day-to-day supervision and guidance of classroom staff and volunteers. Manage classroom operations; provide supervision, guidance, and coaching to Teacher Assistants, Special Needs Aides and classroom volunteers.
2. Ensure policy and procedures are properly applied and interpreted by classroom teachers.
3. Develop and monitor individual staff training plans. Assess training needs and participate in planning in-service training.
4. Observe and evaluate classroom effectiveness. Evaluate Teacher Assistants according to program schedule, policies and procedures.
5. Participate in curriculum development and recommend necessary changes. Meet regularly with classroom teachers regarding lesson plans and classroom management.
6. Plan and provide a comprehensive program including implementation of Head Start curriculum, and Head Start Performance Standards.
7. Work in a team setting with all staff to determine individual needs of children. Provide guidance and direction to meet the individual needs of children. Design and implement plans that will expose children to meaningful experiences. Maintain professional relationships with co-workers, support staff, families and supervisors.

8. Plan and participate in monthly staff meetings, case management meetings, and in-service training. Consult with appropriate service providers, consultants, and staff regarding child development concerns.
9. Conduct at least two home visits and two parent/teacher conferences with each child's family per year, according to program schedule, policies and procedures.
10. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the classroom, a positive home-classroom connection and a family partnership. Maintain ongoing professional and appropriate communication with parents. Provide activities parents can do at home with their children to support the curriculum and the child's learning. Encourage parents to become involved in workshops, training and other Head Start activities.
11. Always use a positive approach and follow Head Start methods of redirection and guidance to handle misbehavior of children. NO forms of physical punishment or humiliation will be used.
12. An appropriate tone of voice and wording is required when talking to children and parents.
13. Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.
14. Smoking is not allowed on Head Start property. No vulgar language is allowed. Cell phone use will be limited to emergency use only.
15. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
16. Provide all information requested for program documentation in a timely manner.
17. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within the scope of duties listed.
18. Maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.
19. Recruit on behalf of Head Start by following recruitment procedures, post flyers, signs and Head Start applications in the community.
20. Maintain and monitor the maintenance of accurate child attendance records, USDA food records/reports, in-kind reports and other record keeping and reports as required. Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.
21. Plan and participant in monthly classroom parent meetings with Family Advocate and parents. Plan and participate in monthly Dad's Day Activities and children's graduation.
22. Continue professional growth by participating in ECE classes, training programs or workshops/conferences, as the budget allows. Attend and participate in in-service training and any other training, meeting or workshops as deemed necessary for the HS/EHS/EHS-CC Program Director or Executive Director.
23. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of Head Start and LIFT Community Action Agency, Inc.

24. Perform repetitive motion duties such as sweeping, mopping, wiping tables and other cleaning duties.

25. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Head Start Teacher Assistant works under the supervision of the Head Start Teacher and exercises no supervision over other employees.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Must enroll in and complete a program leading to a CDA to be completed within 18 months of hire or an Associate's Degree, making satisfactory progress as determined by the Professional Development Specialist. .
3. Obtain and maintain First Aid and Infant/Toddler CRP certification within 90 days of hire.
4. Obtain required criminal record check clearance prior to hire and during employment as required by state licensing. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard of the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippy Violent Crime Offenders Registration Act.
5. Possess an understanding of low-income families and an appreciation for the role of the parents as the primary educators of their children.
6. Obtain and provide documentation of an initial and annual physical health examination and TBH screening or assessment as required.
7. Must have reliable transportation, valid driver's license and auto insurance.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Must be able to sit/stand in a stationary positon 50% of the time; stoop, bend, walk, talk, hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and climb stairs, run short distances and crawl on floor with children.
2. Frequently must be able to move about inside the center to access classroom or office equipment, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, computer and printer.

4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.

5. Occasionally must be able to move/carry items weighing up to 30 pounds or more.

6. Frequently must be able to lift at least 30-40 pounds and lift arms above shoulders and spend time daily sitting on the floor with children.

7. Work in an enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted. May come in contact with childhood diseases and blood on occasion.

8. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

_____ _____

Employee Signature Date

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Employee Name (Printed)