

## **JOB SPECIFICATIONS**

### **JOB TITLE**

**Teacher Aide**

### **SUMMARY OF JOB**

Assist in the planning and implementation of daily educational activities for the pre-school-aged children in the Head Start Program. Provide supervision, personal needs (including hygiene and nutrition) and other related duties assigned by supervisor.

This position will assist the program in providing quality early childhood education services (literacy, learning and personal care) to infants and toddlers in accordance with the Head Start Performance Standards and agency policies.

### **JOB DUTIES**

1. Assists with weekly planning and implementing of daily educational activities for preschoolers.
2. Assists Teacher in maintaining an attractive, safe and healthy learning environment (classroom) that is appropriate to the developmental level and learning style of the preschooler.
3. Confers with the Teacher as to definite responsibilities and schedules to be carried out in the classroom.
4. Assumes responsibility for the care and safety of preschoolers and the planning and implementing of classroom activities during the temporary absence of the Teacher.
5. Supervises the pre-school aged children at all times (i.e. transitions, toileting, sleeping and indoor and outdoor playing) to ensure their safety and well-being.
6. Makes observations (written and/or verbal notations) of the children.
7. Assists the Teacher with organizing the child developmental folders.
8. Provides appropriate staff-child interactions with the children at all times.
9. Actively supervises the children at all times.
10. Supports the social, emotional, physical and developmental needs of each child.
11. Maintains good communication with parents and co-workers.

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12. Assists Teacher with home visits.
13. Assists with preparation of inventory of classroom supplies. Keeps supervisor informed of needs.
14. Documents the children's files with pertinent information as specified in programs standards and policies.
15. Participates in Parent Teacher Conference with caregiver.
16. Attends all parent meetings unless excused by the Center Supervisor.
17. Takes advantage of all, educational opportunities for professional growth including taking college credit courses, attending workshops, seminars and conferences.
18. Assists the Teacher with maintaining the hygiene and personal needs of the preschoolers.

### **Additional Responsibilities**

- Assist with disinfecting the environment throughout the day
- Assist Teacher with maintaining daily communication with parents.
- Attend IEP meetings when appropriate.

### **QUALIFICATIONS AND REQUIREMENTS:**

1. Must be at least 18 years of age.
2. A high school diploma or equivalency.
3. Must have a Child Development Associate credential or an A.A. degree in Early Childhood Education.
4. Prior experience working in an early childhood education setting such as childcare center, school or Head Start preferred.
5. Must be able to assist teacher with implementing program's curriculum and conducting assessments of children's performance
6. Must be able to assist teacher with developing and implementing lesson plans that meet the needs of all children assigned to the classroom.
7. Must possess a positive attitude, flexible and able to work with diverse groups of people

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8. At least 6-12 months experience working with infants and toddlers preferred
9. Must be sensitive to the needs of people and prior work experience with diverse populations (ethnically, socially and economically).
10. Must be able to work with all parents
11. **Must be able to accurately enter data in to the computer.**