

**SEQUATCHIE VALLEY PLANNING AND DEVELOPMENT AGENCY
JOB DESCRIPTION**

Position: Head Start Teacher Assistant

Reports To: Center Team Leader

Supervisory Responsibility: Assigned teacher aides and volunteers

Salary Scale: \$12.39 to \$16.61 per hour

Summary / Objective

The Teacher Assistant will provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessments, and promote children's progress across the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.

Essential Functions

1. Participate in Agency training events, center staff meetings, and other training events as required;
2. Implement curricula in the classroom with fidelity;
3. Perform the functions of this position with a working knowledge of the Head Start Performance Standards, State of Tennessee Child Care Licensing Rules and Regulations, and Agency policies and procedures
4. Assist the Teacher in implementing learning experiences that promote all development areas, including improving the readiness of children for school by developing their literacy and phonemic, print, numeric awareness, and language-including English as a second language if applicable, with a thorough knowledge and application of SVHS School Readiness Goals;
5. With the teacher, guide and facilitate activities of the children, including; daily activities and selecting and arranging equipment and materials in the classroom;
6. Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children;
7. Eat with and assist children in development of social and self-help skills, and sound nutritional practices;
8. Guide children's acquisition of social skills;
9. Assists in providing and maintaining a safe and healthy classroom and playground environment, following all Head Start and ITERS/ECERS Standards;
10. Assist in conducting the daily health and environment checklist;
11. Assist in implementing, individualizing, and monitoring children's IEP (Individualized Education Plan) or IFSP (Individualized Family Service Plan), if applicable, documenting progress and seeking clarification for any aspects that are not well understood;
12. Provide clear behavioral expectations and use effective methods to prevent and redirect misbehavior;
13. Complete and submit required forms and records in a timely and accurate fashion;
14. Actively assist in transition activities;
15. Effectively communicate with families concerning the classroom calendar, parent meetings, and special events; Encourage parent participation within the program;

16. Actively participate in the development and implementation of the Professional Development Plan and performance review;
17. Ensure that files are complete, accurate, and confidentially maintained;
18. Perform other duties, as may be required.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Competencies

1. Successful experience working in a team setting;
2. Ability to work respectfully and cooperatively with a Teacher Aide, assisting him/her in increasing knowledge and skills;
3. Ability to present a positive image of the organization to members of the community;
4. Ability to plan, organize, and implement position requirements;
5. Experience successfully working with a culturally diverse staff and clients;
6. Effective interpersonal, oral, and written communication skills;
7. Proficient use of computer applications, including word processing, data-entry into web-based software applications, and email communication;
8. Maintain confidentiality, respecting the rights of children, families, and staff.

Work Environment and Physical Demands

1. Possible exposure to blood and bodily fluids or tissues;
2. Possible exposure to communicable diseases;
3. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day.
4. This position must frequently lift and/or move items over 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
6. This position is regularly required to talk and hear.
7. Smoking and tobacco use, to include smokeless products and e-cigarettes, is prohibited on all agency premises, vehicles, meeting places, and during homes visits.

Position Type and Expected Work Hours

This is a full-time, 10-month position scheduled to work either 7.5 to 8 hours per day Monday through Friday, depending on classroom assignment.

Minimal overnight travel is required for training events. Some travel is required within our five (5) county service area for training events and center visits. Ongoing training is required.

Required Education and Experience

Teacher Assistants must, at a minimum, either:

- have a Child Development Associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential,
- be enrolled in a program that will lead to an associate or baccalaureate degree, or
- be enrolled in a CDA credential program to be completed within two years of the time of hire or promotion to teacher assistant position.

Preferred Education and Experience

- An associate's or bachelor's degree in child development or early childhood education from a regionally accredited institution
- Extensive experience working with young children in a group setting
- Experience managing a child care center
- Commercial Driver License (CDL) holder
- Spanish-speaking skills or dual language learner training

Work Authorization / Clearance

Documentation must be received, within ten (10) days of employment, by a licensed physician, nurse practitioner, or physician's assistant, verifying that the employee is physically, mentally and emotionally capable of safely and appropriately providing care for children in a group setting. The documentation must also verify that the employee does not, because of communicable disease, pose a significant risk to the health or safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act. Employees must be re-examined periodically as determined by the health care provider.

The employee must have been screened and, if necessary, tested and medically cleared for tuberculosis prior to having contact with children.

Verification of criminal and juvenile background check results, the vulnerable person's and sex offender registries results, and the results of a review of the protective services records of the Department of Children's and Human Services must be received prior to employment and every five (5) years thereafter.

A pre-employment drug screen is required for all employees. Certain positions require random testing. All employees are subject to reasonable suspicion testing.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date: _____

Revised July 2019