

ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM POSITION DESCRIPTION

Job Class: Teacher Assistants
Department Name: Head Start
Position(s) Supervised: None

Reports to: Education Manager/Site Supervisor
FLSA Status:

Date Written/Revised: 07/18

Position Purpose:

To assist the Teacher in organizing, coordinating and implementing a comprehensive educational program at the Center level that is developmentally appropriate and meets the individual needs of the children. This is a ten month, full-time or part-time position.

Scope of Authority/Responsibility:

The Teachers Assistant is responsible for implementation of program activities prescribed by teacher and Head Start Performance Standards. Teacher Assistant provides help to the Teacher in all areas of the classroom program. This includes, but is not limited to, implementing curriculum, supervising children, communicating with parents, preparing, submitting, and filing documentation and providing a healthy and safe environment for children. The Teachers Assistant works under the direct supervision of the Education Manager/ Site Supervisor assigned to the site.

The incumbent is expected to present a positive and professional image of Elkhart and St. Joseph Counties Head Start Consortium and the Head Start Division, and actively and effectively participate in committees and work teams as requested.

Adhere to HEAD START performance standards Elkhart and St. Joseph Counties Head Start Consortium policies and procedures and STATE MANDATES regarding the reporting of child abuse and neglect.

Customer Contact/Relationships:

This position has frequent contact with the Education Manager/Principal for supervision and direction, and daily contact with other teaching staff to implement the educational curriculum. Regular contact exists with other staff for information sharing.

Minimum Hiring Requirements:

Academic: Child Development Associate (CDA) or an Associate of Arts Degree in Early Childhood Development. Must obtain High Scope training within two years.

Experience: Minimum two years working with preschool aged children.

Language: Ability to read, analyze and interpret technical/medical/legal information. Ability to respond to routine inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively communicate with individuals and groups.

Math: Ability to apply concepts such as averages, ratios, fractions, and percentages to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete and/or abstract variables where only limited information or standardization exists. Ability to interpret a variety of instructions furnished in written or verbal form. Ability to prioritize projects or assignments based on limited supporting information, and to develop creative alternative solutions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee must have the physical ability to consistently and competently perform the essential functions of the position, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear in order to communicate in person or over the telephone with employees, applicants, and other customers. This position must also be able to travel to customer sites when necessary, and may occasionally need to put in hours beyond the standard work week in order to meet customer demands.

The employee is frequently required to stand; walk; reach; bend; grasp objects, and reach with hands and arms. The employee is occasionally required to sit.

This position must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is required to have fine motor skills for legible and accurate writing of reports, charting, scheduling and correspondence.

This position is required to visit customer homes and other required locations.

This position must be able to work with all individuals in a positive manner, and must be familiar with stress management and conflict resolution techniques. Must be able to tolerate a high degree of stress, and have the physical agility and emotional stamina to respond quickly, appropriately and effectively to emergency situations.