

## Highland Rim Economic Corporation

<b>Title:</b> Teacher Assistant	<b>Reports to:</b> Lead Teacher
<b>Status:</b> Non-Exempt	<b>Department:</b> Head Start
<b>Skill Level:</b> 7	<b>Pay Grade:</b> 701
<b>Location of Work:</b>	

### Description:

The Teacher Assistant is not only the Co-Teacher, but is responsible for ensuring the provision of high quality comprehensive early childhood services by effectively caring for, supervising and implementing Head Start Performance Standards. The Teacher Assistant (Co-Teacher) will at all times work in accordance with agency philosophy, goals and values in compliance with all applicable Federal, State and local laws and Head Start Program Performance Standards.

### Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Assists the Lead Teacher in using the Creative Curriculum Teaching Strategies Gold to assess each child's developmental level and to develop individualized education plans
- Assists (Co-Teaches) with evaluating the education components and curriculum of the Head Start Program and communicates the needs of the children to their assigned Lead Teacher. Assists and supports cultural diversity and children's individual strengths
- Assists (Co-Teaches) with preparing and implementing lesson plans for their classroom and discusses any changes and/or recommendations with their lead teacher
- Interacts with families to promote optimum participation
- Works in conjunction with program managers for implementing Teaching Strategies Gold (TSG). Participates in the assessment process and assists with the development of an individual plan to support assessment findings
- Assists with coordinating and participating in Parent/Teacher conferences twice a year to review each child's participation and progress in the program
- Serves as the Teacher in the classroom in the absence of the regular Head Start Teacher for short or expanded periods
- Assists Lead Teachers with conducting home visits at least twice annually
- Assists with the accurate and timely completion of family's and children's classroom records and required documentation including agreements, permissions, and home visit forms, reports and verifications, health records, parent/teacher conferences, parent contacts, IEP's (when required), CACFP forms, etc

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- Attends training sessions, workshops, career development programs, CDA classes and conferences sponsored by TAEYC and/or NAEYC etc., to obtain information pertaining to the ECE component area
- Maintains all program related files and supporting documentation in all organized and accessible manner
- Inputs data into TS GOLD and ChildPlus software database
- Ensures children are released to persons listed on the Emergency Card
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensure cleanliness of classroom/center by working in conjunction with peers daily on janitorial duties
- *Performs other duties as assigned to meet the needs of the organization*

### Qualifications/Requirements:

- High School Diploma or GED
- CDA credential or state-awarded certificate that meets or exceeds the requirements for a CDA credential, or are enrolled in a program that will lead to an associate or baccalaureate degree or, are **enrolled in a CDA credential program to be completed within two years of the time of hire**
- Possession of a Valid Tennessee Commercial Driver's License, DOT Medical card, and maintain a vehicle liability insurance policy
- Ensure periodic physical examinations and tuberculin test
- The incumbent is subject to a criminal background check and must pass pre-employment/random drug and alcohol screenings
- Prefer bilingual (English/Spanish)

### Knowledge or Skills:

- Early Childhood experience
- Ability to plan and coordinate program activities that effectively utilize available staff and other resources
- Ability to effectively supervise and monitor the activities of children during indoor and outdoor activities and remain cognizant of their whereabouts at all times
- Ability to assist with the development and implementation of effective and age appropriate programs curricula for pre-school age children
- Organizational, decision-making and multi-tasking skills
- Proficient in written and verbal communication
- At minimum, basic computer literacy
- Adheres to professional ethic and standards
- Good interpersonal skills and the ability to work as a team member

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### **Physical Requirements:**

This position requires incumbent to walk, sit, use hands, and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Daily required to stand, climb, balance and stoop, kneel, crouch or crawl. Incumbent is required to regularly lift and or move up to (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 25%.

*The required physical demands described above are not all inclusive in describing the demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_