

# **TEACHER ASSISTANT and (Teacher Assistant-Substitute)**

## General Statement of Duties

Performs a variety of support tasks in the teaching and classroom environment in Head Start preschool education centers or classrooms in local school systems. An employee in this class may also work with children with special needs, and may be assigned to any classroom, as needed, to work one-on-one with a special needs child or to support routine classroom activities.

## Distinguishing Features of the Class

An employee in this class helps the Teacher to lead, supervise and teach preschool-age students in individual and group developmental activities in the classroom, on the playground and in daily living activities such as eating, meal set-up, hand washing and toileting. Work includes recording observations and data from assessment instruments; developing lesson plans and preparing materials, activities and learning centers. Work includes preparing for and cleaning up after food service, cleaning the facilities and helping to maintain educational records. Work also includes promoting parent involvement, sharing information on children's progress and making referrals. Work is carried out in accordance with federal Head Start Performance Standards and the Teacher's instructions. Work requires an interest in children, patience, tact, physical stamina and the ability to work respectfully and effectively in teams. Work exposes employees to inside and outside environmental conditions and human body fluids and is subject to safety precautions under the OSHA Blood-Borne Pathogens provisions. Work is performed under the direct supervision of the Teacher and the Early Childhood Education Supervisor, and is evaluated observation, conferences, goal achievement and Significant Incidents that demonstrate job quality, quantity, timeliness and results. Work is formally reviewed and future goals are set in an annual performance appraisal.

## Behavioral Indicators of Organizational Principles

An Employee in this class, routinely and regularly, behaves in a manner that is consistent with and promotes both the letter and the spirit of the Agency's organizational principles:

- Teamwork – participate responsibly, solve problems, accept and support decisions
- Communication – listen responsibly, exhibit a spirit of openness, share relevant information in a timely and accurate manner, meet the organization's needs
- Quality – be professional and accountable, exceed standards, provide excellent service, strive to satisfy customers
- Respect – recognize boundaries, value diversity, behave in a direct and nonjudgmental manner

## Duties and Responsibilities

### Essential Duties and Tasks

- Helps with individual and group teaching activities of preschool-age children in a classroom; sets up learning centers, and arranges daily activities.
- Discusses and makes suggestions about weekly lesson plans.
- Prepares and selects activities for at least, one developmentally appropriate lesson plan outline a month to coordinate with the Teacher's plan and supports weekly individual and group objectives.
- Helps to administer the developmental screening instrument, observes and coordinates assessment activities and records behaviorally-based observations and other data.
- Helps to maintain and process accurate and confidential records and statistics as required.
- Communicates appropriately with parents, shares information about the child's needs and progress, potential health, dental, etc. concerns and makes referrals for services.
- Instructs and helps children, including those who have special needs, with daily activities including proper eating manners, toileting, hand washing, teeth brushing, toileting, etc.
- Sets and cleans up food service area while creating related and appropriate learning opportunities for the children.
- Cleans tables and floors after lunch; may vacuum and clean floors, carpets, wipes furniture. May also be required to clean bathroom sinks and toilets in a Head Start classroom.
- May be required to drive and/or serve as a monitor on a bus that transports children to and from school, on field trips and/or to screening appointments.
- Helps to resolve child emergencies in the classroom; follows appropriate notification procedures.

### Additional Duties

- May include driving a bus to transport students.
- Related activities.

## Recruitment and Selection Guidelines

### Knowledge, Skills and Abilities

- Working knowledge of the developmental stages of children, and appropriate teaching techniques for preschool children.
- Working knowledge of Federal and State Head Start and child care requirements and community resources for intervention with children and their families.
- Ability to relate to preschool age children and provide nurturing environment.
- Ability to teach children using effective and developmentally appropriate techniques and methodologies.
- Ability to be patient with young children and to exercise sound judgment in crisis and emergency situations.
- Working knowledge of and ability to prepare basic lesson plans and activities that meet individual and group developmental needs.

- Ability to establish and maintain effective relationships with children, parents, teachers, administrators and the general public.
- Ability to use computers to conduct internet-based research.
- A working knowledge of Microsoft Office Word and some Excel.
- Ability to express ideas effectively orally and in writing.
- Ability to work effectively in teams.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pulling, pushing, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity for reading and to determine the accuracy, neatness and thoroughness of work assigned and to make and record observations.

#### Education and Experience

Graduation from high school or a GED and, at least, one year of experience working with preschool children.

After September 30, 2013, minimum requirements for this position shall be a Child Development Associate (CDA) credential, enrollment in a regionally or CHEA accredited program leading to an associate's or baccalaureate degree in child development, early childhood education or related field, or an associate's or baccalaureate degree in any field with the equivalent of a major in child development, early childhood education or related field, or enrollment in a CDA credentialing program to be completed within two years.

#### Special Requirements

- Must possess a valid North Carolina Driver License and be able to earn a DOT-issued CDL.
- Must pass a physical examination and an annual TB Tine Test.
- Must complete Early Childhood Development training.

Community Action Opportunities  
July, 2010