

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Teacher Assistant

DEPARTMENT: Head Start

REVISION DATE: September 2011

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee is responsible for assisting the teacher in the planning and provision of a high quality early childhood experience for preschool children that meet all Head Start Program Performance Standards.

QUALIFICATION STANDARDS:

- Must have at least a Child Development Associate Credential (CDA); Child Development Assistant 1st yr Cert; or a Child Development / Early Childhood Degree; or enrolled in a program leading to an Associate or Baccalaureate degree; or enrolled in a Child Development Associate Credential program to be completed within 2 years.
- Must have good computer skills (working knowledge of Microsoft programs).
- Must be bilingual in English and Spanish.
- Must have excellent communication skills (oral and written).
- Must have some classroom teaching experience, preferred.
- Must have a current CPR and First Aid Certification.
- Must possess a valid Texas Driver's license and be insurable, a MVR is required.
- Must maintain all Local, State and Federal qualifications for position on an annual basis.

ESSENTIAL DUTIES:

Operational Responsibilities

- Responsible for arriving at the center by a certain time based on the discretion of the Area Service Manager and the ISD School Principal.
- Meet all State and Federal guidelines (i.e. Head Start Program Performance Standards, and State Child Care Licensing Requirements).
- Assist in maintaining communication with parents and assist in meeting parent's needs in each of the Head Start program content areas.
- Assist in collecting and maintaining all classroom related documentation required by all the Head Start Program content areas. This includes the collection of in-kind documentation and assisting the teacher in preparing and implementing lesson plans.
- Administer children's developmental screenings and provide input to teacher on observations for children's assessment. Assist with children's assessment as needed.
- Attend staff development activities as directed for his/her professional development and growth. This requires attending college for obtaining and maintaining the required credential or degree.
- Will maintain the classroom in a neat, clean, and orderly manner.
- Perform other related assigned duties.

Instructional Responsibilities

- Supervise children at all times.
- Plan and implement children's individual needs and strengths and utilize them for classroom instruction, based on teacher's input.
- Working with the teacher, create and maintain a classroom environment that supports learning.
- Maintain adequate teaching materials and facilitate children's active exploration of material, activities, and environment, with teacher's guidance.
- Model best practices. Teaching strategies must be based on children's individual needs and the Head Start Program Performance Standards, HSPPS and Head Start Early Learning Outcomes Framework, HSELOF.
- Use positive approaches to guide children's behavior towards active involvement in learning and the development of self-discipline.
- Conduct 2 home visits and 2 parent conferences per family on an annual basis, in order to maintain open communication with the children's parents and to report children's progress, with teacher's input and guidance.

PHYSICAL REQUIREMENTS:

- **Sitting** on small chairs and on the floor for circle time, to document on children's records/meal times, or for some classroom activities.
- **Walking** and pacing for supervision throughout the 8 hrs shift.
- **Bending** to sanitize tables, or toys. .
- **Squatting** to pick-up objects, talking to children at eye level, for setting-up materials in learning centers. To sanitize mats on a weekly basis.
- **Pushing**, if applicable, swings during children's outside play for sweeping and mopping, if needed after an activity or accidental spills.
- **Running** for emergencies to prevent accidents that occur from a distance.
- **Lifting** toys, art materials, cleaning supplies and in case of an emergency...any injured or disabled child.
- **Stretching** during movement/exercise activities and to put material away, take material out and decorate the classroom.
- **Climb** on step ladder.
- Must be able to lift 30-45 lbs (children & boxes, files and other small equipment or devices).
- Must be able to work outdoors as needed.

OTHER REQUIRMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; therefore, is subject to all other Webb County Policies.

SUPERVISORY: None

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE