**JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC.**

**HEAD START TEACHER ASSISTANT**

**Position Title:** Teacher Assistant

**FLSC Status:** Non-Exempt

**Work Schedule:** Monday through Friday

7:30 am – 3:30 pm

**Job Status:** Full Time

**Supervised by:** Area Manager/Center Director/Lead Teacher

# POSITION SUMMARY

The Teacher Assistant assist in creating and managing a safe, attractive, and inviting learning environment for children and assist in incorporating developmentally appropriate learning activities. They will assist in incorporating developmentally appropriate activities which meet the needs of the group and each individual child.

The Teacher Assistant will follow standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care Requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc.

# ESSENTIAL FUNCTIONS

* Adhere to agency Policies and Procedures, Head Start Performance Standards, School Bus Training and North Carolina Child Care License requirements.
* Participate with a positive attitude in all program activities and promote cooperative relationships with parents while in the center. Attend parent meetings, staff meetings, pre-service and in-service functions.
* Encourages parents to become involved in workshops, training and other Head Start activities. Builds a strong support group among parents in the classroom and encourages parents to volunteer and attend parent meetings.
* Assist in conducting two (2) home visits with each child’s parent.
* Assist in conducting two (2) parent conferences with each child’s parent. Assist in preparing progress reports for parents.
* Welcome parents and children as they enter the classroom each day.
* Assumes responsibility of the classroom in the teacher’s absence.
* Perform duties of bus monitor as assigned.
* Assist in organizing the classroom in well-developed and defined interest areas, rotating materials to keep child’s interest as guided by the program’s curriculum.
* Maintain confidentiality of verbal and written information.
* Prepare developmentally appropriate weekly lesson plans with the cooperation of the lead teacher as guided by the program’s curriculum.
* Plan daily activities for learning through use of developmentally appropriate teaching methods and instructional materials as guided by the program’s curriculum.
* Interact with children when supervising their activities at all times, taking advantage of teachable moments.
* Supervise children in the classroom and on the playground ensuring their safety. Take care of all aspects of children’s personal needs.
* Assist at meal and snack time by preparing and setting up tables, place food in appropriate containers for family style service, sit and eat with children modeling good manners and healthy food choices; guide children in cleanup activities following meals and snacks.
* Assure a clean, safe and orderly physical environment by assisting with or performing cleaning activities, returning objects to their correct place, organizing materials, displaying children‘s work, posters, bulletins, and parent information in an attractive and appropriate manner.
* Conduct daily health checks and make appropriate referrals, if needed.
* Take attendance, conduct meal counts, sign-in and out records and other records as assigned.
* Assist in maintaining on-going assessment for each child, reporting data three times annually on teaching strategies. Participate in screenings.
* Assist in developing Individualized Objectives for each child based on observation and assessment updating at least monthly.
* Assist in maintaining observation updating at least weekly.
* Assist in maintaining Portfolios for each child as guided by the curriculum.
* Observe children and make referrals to the appropriate service provider.
* Assist in referring children to Family Services who have 3 consecutive absences or spotty attendance. Teacher should make the initial contact with the parent before referring to the Family Service Worker.
* Provide support and guidance for parent and other classroom volunteers.
* Plan and post on the lesson plan activities that volunteers can do in the classroom and in their home.
* Use activities that enhance self-esteem and reflect diversity. Utilize resources in the community to achieve goals and objectives.
* Maintain appropriate classroom control and use positive guidance techniques as guided by the program’s curriculum.
* Praise and encourage children who demonstrate respect for self and empathy for others.
* Lesson plans and activities must be inclusive of all children.
* Demonstrate knowledge of child development principles and the Head Start Performance Standards in classroom planning and implementation.
* Comply with Head Start Performance Standards; JLHCA, Inc. Head Start policies and procedures, and other applicable state and federal regulations.

**POSITION QUALIFICATIONS**

* Associate’s Degree in Early Childhood.
* Complete Fingerprint and criminal History Check as required by the NCDCD.
* Experience with preschool or kindergarten aged children in a group setting.
* Willingness to attend trainings and course work for professional growth.
* Good communication skills written and verbal.
* Ability to visually supervise children. Ability to hear a child communications, including crying and pre-language communications.
* Ability to physically interact with young children through running, chasing, bending, stooping, lifting, climbing, and standing.
* Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations, and then responding quickly.
* Lifting children weighing up to forty (40) pounds.
* Bending at the waist, kneeling or crouching to maintain direct eye contact with children.
* Perform other job related tasks as assigned.

**PHYSICAL DEMANDS**

* X Walking X Sitting X Pushing X Climbing
* X Stooping X Standing X Kneeling X Crouching
* X Lifting (40lbs.) \_\_X\_ Bending

# LICENSES AND CERTIFICATIONS

* Certification in Infant and child CPR and First Aid.
* Complete Fire Safety Training annually.
* Continued enrollment in Child Care division-Criminal History Registry is required.
* Physician statement of good health and provide personal statement of annual physical.
* Have negative results of TB test before beginning to work and on an annual basis.

**I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

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

**Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_