

**WEBB COUNTY HEAD  
JOB DESCRIPTION**

**TITLE: AA Teacher Assistant**

**DEPARTMENT: Webb County Head Start**

**REVISION DATE: September 16, 2011**

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

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- 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 minimum of 9 college hours in Child Development or CDA Credentials and/or a Child Development Associate Degree.
- Must be bilingual (English and Spanish).
- Classroom teaching experience preferred.
- Must have driver's license and insurable transportation.
- Must meet and maintain all local, state and federal qualifications for position on an annual basis.

**ESSENTIAL DUTIES:**

- Arrive at center at 8:00 a.m. If bus service is provided, employee will be responsible for making the morning and afternoon trip which requires arrival at the center at 7:30 a.m.
- Assist in maintaining communication with parents and assist in meeting parent's needs.
- Assist in collecting and maintaining required classroom documentation. This includes the collection of in-kind documentation and assisting teacher in preparing the bi-weekly planning guide.
- Assist in the sign-in and sign-out of all classroom children.
- Assist in administering required assessments.
- Assist in coordinating the planning of daily activities and field trips.
- Attend staff development activities as directed for his/her professional development and growth as a Teacher Assistant. This requires attending college for a Child Development Associates credential or an Associate degree in Child Development.
- Take immediate responsibility for all documentation and classroom duties in the absence of the Teacher.
- Maintain the classroom in a neat, clean, and orderly manner. This includes sweeping, mopping, washing bathrooms and dusting.
- Will perform other related duties as needed.

**INSTRUCTIONAL RESPONSIBILITIES:**

- Supervise children in the classroom.
- Assess and monitor on on-going basis children's individual needs and strengths and utilize them for planning classroom instructions.
- Create and maintain a classroom environment that meets all State and Federal requirements and meet the

developmental needs of children.

- Maintain adequate teaching material and facilitate children’s active exploration of materials, activities, and environment.
- Model best practices in their assigned classrooms. Teaching strategies must be based on children’s individual needs and the Head Start Program Performance Standard.
- Use positive approaches to guide children’s behavior towards active involvement in learning
- And the development of self-discipline.
- Maintain communication with the children’s parent’s. In the absence of the Teacher, this may include two annual home visits.

**PHYSICAL REQUIREMENTS:**

**Sitting** on small chairs and on the floor for circle time, to document on children records for meal times, for some classroom activities.

**Walking** and pacing for supervision through out the 8 hrs shift.

**Bending** to sanitize tables, serving and washing dishes, cleaning child size bathrooms.

**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** food carts approximately 30-40 lbs. Swings during outside children’s play, for sweeping and mopping.

**Running** for emergencies to prevent accidents that occur from a distance.

**Stretching** during movement/exercise activities and to put material away, take material out and decorate the classroom.

**Climb** on step ladder.

**Lifting** toys, art materials, food containers, cleaning supplies and in case of an Emergency any injured or disable child.

- Must be able to lift 30-45 lbs ( food bags & 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 subject to Webb County Policies and Head Start Addenda.

**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.**

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EMPLOYEE SIGNATURE / DATE

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SUPERVISOR SIGNATURE / DATE

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