

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: CDA Teacher Assistant**

**DEPARTMENT: Webb County Head Start**

**REVISION DATE: January 12, 2009**

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**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:**

- High School Diploma or GED.
- Must be bilingual (English and Spanish).
- Must have at least a Child Development Credential;
- Or must be enrolled in a program leading to an Associate or Baccalaureate Degree;
- Or enrolled in a Child Development Associate Credential program to be completed with 2 years.
- Must have driver's license and insurable transportation.
- Must maintain all local, state and federal qualifications for position on an annual basis.

**ESSENTIAL DUTIES:**

- Arrive at center at 8:00 a.m. unless bus service is available at assigned center. 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. to assist children into the bus. Some lifting may be required.
- Meet all State and Federal guidelines (e.i., Head Start Program Performance Standards, State Child Licensing Requirements).
- Assist in maintaining communication with Parents and assist in meeting Parent's needs in each of the Head Start Program areas.
- Assist in Collecting and maintaining all classroom related documentation required by all the Head Start program areas. 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 responsibilities for all documentation and classroom duties in the absence of the Teacher.
- Will 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.
- **Lifting** toys, art materials, food containers, cleaning supplies and in case of an Emergency any injured or disable 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 ( 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 not covered by Civil Service; however, is subject to all other Webb County Policies.

**SUPERVISORY:**

**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**

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**SUPERVISOR SIGNATURE**

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