

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Teacher Assistant**

**DEPARTMENT: Head Start**

**REVISION DATE: September 11, 2011**

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**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 1<sup>st</sup> 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.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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