

**WEBB COUNTY
JOB DESCRIPTION**

**TITLE: Teacher Assistant
DEPARTMENT: Head Start**

REVISION DATE: December 2012

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 8:00 a.m. unless bus service is required 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 7:30a.m. to assist children into the bus. Some lifting may be required.
- 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 areas. This includes the collection of in-kind documentation and assisting the teacher in preparing and implementing lesson plans.
- Assist in administering required screenings and assessments.
- 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.
- Take immediate responsibility for all the 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, cleaning restrooms, and dusting.
- 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.
- Create and maintain a classroom environment that supports learning.
- Maintain adequate teaching materials and facilitate children's active exploration of material, activities, and environment.
- Model best practices. Teaching strategies must be based on children's individual needs and the Head Start Performance Standards.
- 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 parents. This includes two annual home visits per family.

PHYSICAL REQUIREMENTS:

- **Sitting** on small chairs and on the floor for circle time, to document on children's records for meal times, for some classroom activities.
- **Walking** and pacing for supervision throughout 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 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 REQUIREMENTS/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