

**JEFFERSON COUNTY COMMITTEE
FOR ECONOMIC OPPORTUNITY**

Head Start Teacher Assistant

JOB QUALIFICATIONS

EDUCATION: Accredited High School Diploma or GED. Must have a Preschool CDA or must obtain a CDA within 2 years of hire and/or enrollment in an accredited program that will lead to a degree in Early Childhood Education. Must have a current Alabama Driver's License and vehicle liability insurance.

EXPERIENCE: Training/experience working with preschool age children and their families. Must be able to read and understand instructions. Computer, written and verbal skills. Ability to complete education and child transportation paperwork. Ability to work with low-income families and children including those with disabilities. Understanding of developmentally appropriate practice and School Readiness. Understanding of CLASS Domains and Dimensions.

ABILITIES:

1. Ability to work cooperatively and collaboratively with other staff, parents, and clients from a variety of ethnic, educational, and socio-economic backgrounds.
2. Ability to exercise discretion in the performance of assigned duties.
3. Must be able to attend and pass classes in order to obtain the CDA credential.
4. Ability to maintain compliant Background, Physical, TB, Fingerprinting, Drug/Alcohol screening(s), First Aid/CPR, licensure, certification, and/or continuing education as applicable to position.

PERSONAL ATTRIBUTES: Must have a warm and friendly personality, be sensitive to the feelings and needs of children and adults and be able to relate well to children. Must be willing to fulfill the duties in accordance with the Head Start philosophy. Must be available to attend night meetings and/or meetings outside of regular working hours when necessary.

STATUS: Non-exempt

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HS TEACHER ASSISTANT

JOB DESCRIPTION

RESPONSIBLE & ACCOUNTABLE TO: Center Manager/ HS or EHS Managers

GENERAL DESCRIPTION: According to the Head Start Performance Standards and Early Childhood Standards, the Assistant Teacher supports the classroom teacher to provide a safe, appropriate, and nurturing environment for children that meets all DHS Standards and Head Start regulations. The Assistant Teacher will assist the teacher in planning and implementing appropriate educational activities for young children.

SPECIFIC RESPONSIBILITIES:

1. Work with Teacher as a team to have a positive impact on child outcomes and establishing a calm and nurturing classroom through planning, positive communication, mutual respect, and openness to receiving feedback.
2. Establish positive productive relationships with children and families; encourage parent involvement in the program and support family relationships.
3. Demonstrate an understanding and maintain familiarity of the Head Start Performance Standards, the current Head Start Program review instrument, DHR licensing standards, USDA requirements, and Early Childhood Standards.
4. Assist in planning, supervising, and implementing the daily program in accordance with Head Start Performance Standards and JCCEO Child Development Services Guidelines.
5. Promote safety practices using Active Supervision indoors and outdoors.
6. Use a variety of positive guidance such as redirection, positive statements, positive classroom/playground rules, stories, pictures and role-play to help children control negative behavior.
7. Help maintain orderly arrangement of room, teaching materials, and supplies, and assist in preparation of room and materials for daily activities.

**JEFFERSON COUNTY COMMITTEE
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HS Teacher Assistant | Page 2

8. Demonstrate competence and assist in utilizing the Teaching Strategies GOLD and the AL Early Learning Guidelines to fidelity, documenting observations and giving feedback to the teacher, while assisting children with support in each CLASS domain and dimension.
9. Promote positive health and nutrition practices including cleanliness.
10. Ensure family style meals are served in a pleasant and positive social environment and eat with the children.
11. Help keep the playground clean and free of hazardous materials and conditions.
12. Assist teacher with visits in the home of Head Start parents at least twice a year and assist in conducting parent/teacher conferences at the center.
13. Participate in staff meetings, in-service training, workshops, and staff development programs to obtain additional job-related skills to improve daily performance.
14. Obtain Child Development Associate.
15. Serve as the teacher in the absence of the regular assigned teacher.
16. Serve as Bus Monitor as needed ensuring all transportation procedures are followed.
17. Attendance is an essential function of your day-to-day responsibility and commitment to the program.
18. Perform other duties as assigned by supervisor as this job description is in no way intended to include all responsibilities of the position, but rather to provide a general overview of what is expected in this role.

By signing this form, you agree you have read and understand the expectations of your job and acknowledge receipt.

Date

Signature