

**JOB DESCRIPTION**

**JOB TITLE:**                   **Teacher Assistant**

**SUPERVISOR:**               **Teacher**

**WORKING HOURS:**       **Monday through Friday/ 7:30 a.m. - 3:00 p.m. (Normally)**

**WORK STATION:**           **Head Start Center**

**DUTIES AND RESPONSIBILITIES:**

1. Assist with providing educational experiences for children according to the Performance Standards and program regulations that promotes School Readiness
2. Assist with providing a conducive learning environment that promotes School Readiness
3. Assist with developing and implementing an appropriate curriculum that promotes School Readiness
4. Assist with providing effective teach/child interactions required of the Classroom Assessment Scoring System (CLASS) to promotes School Readiness
5. Assist with maintaining acceptable discipline in classroom using the domains of CLASS
6. Recruit volunteers
7. Assist with maintaining a safe and clean environment
8. Assist with developing lesson plans to promote School Readiness
9. Assume the role of teacher in the absence of the teacher
10. Assist with reports
11. Make home visits to the classroom teacher if she/he has a child enrolled in the classroom
12. Set up Teacher/Parent Conferences if teacher has a child in the classroom
13. Support all Head Start service areas
14. Assist with maintaining appropriate records and files
15. Assist with monitoring and updating children's files for licensing and Performance Standards Requirements

16. Assist with the administration of the screening and assessment updating of children's progress in the classroom to promote School Readiness
17. Assist with the implementation of early literacy and math activities for all children inclusive of all eleven domains of learning to promote School Readiness
18. Assist Family Services Worker in working with families as deemed necessary
19. Other appropriate duties required by program administrators
20. Attend local and out of area workshops
21. Other duties as deemed necessary

**DESIRABLE SKILLS AND QUALIFICATIONS:**

1. Ability to work effectively with preschool children
2. Ability to communicate with parents
3. Ability to communicate effectively with staff
4. Have means of transportation
5. Ability to accept supervision effectively from teacher, other staff, and adults
6. Must be able to acquire and maintain NC CDL with P&S endorsement

**EDUCATION AND EXPERIENCE:**

Associates Degree in ECE or Child Associate Credential (CDA)