

ALBINA HEAD START

JOB DESCRIPTION

Non-Exempt

Hours: Must work 8 hours per day between 7 a.m. and 5:30 p.m.

EHS TEACHER ASSISTANT

Essential Function(s): The Early Head Start (EHS) Teacher Assistant assists in creating and managing an attractive, warm, and challenging learning environment for infants and toddlers, incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families. Ability to read, speak and write with proficiency in English language. Provide and maintain a safe environment. Maintain regular attendance.

Responsibilities: Assume responsibility for continuing pre-planned classroom activities in the absence of the Head Teacher; administer planned instructional activities and evaluate children as directed by the Early Head Start Teacher.

Reports to: EHS Teacher

Supervises: Does not supervise others

Salary Range: \$19,460.00 - \$31,000.00

Physical and Mental Requirements: Patient, able to resolve conflicts, gentle, loving, kind, creative, resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Detail and multi-task orientation with a strong desire to succeed. Must be able to cope well with stress.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run. 2 to 4 hours per day spent in strenuous physical activity, lifting up to 50# six or eight times in an 8-hour day.

Experience Requirements: Minimum one-year experience working with infants and toddlers. 2-3 years customer service experiences a plus.

Educational Requirements: An Associates of Art (AA) degree in Early Childhood Education or a related field, with minimum of six semester or equivalent quarter hours specifically related to infant and toddler group care; or, candidates must have an High school diploma or GED with an Infant/Toddler Child Development Associate (CDA) or get CDA certification within first year.

Licensing/Certification Requirements: Negative Tuberculosis screen, Hepatitis B Vaccination, First Aid certification, Child CPR certification, Food Handler's card. Must pass criminal background check.

Ability to Operate Equipment Tools: Ordinary office equipment, such as copier, TV (video conferencing); classroom tools. Must be computer literate.

Environmental Factors/Working Conditions: Enclosed facility, classroom environment. Floors may be vinyl tile or carpeted. Facilities are heated; may or may not have air conditioning. May come into contact with childhood diseases and blood on occasion.

Job Duties:

1. Assist in implementing EHS curriculum and Head Start Performance Standards for Early Head Start classrooms. Provide input into preparation of appropriate daily lesson plans in advance that include both indoor and outdoor activities; are individualized and based on the infants/toddlers own needs, interest and schedules; and, include multicultural educational materials and activities, family-style meals and other elements, as appropriate. Assist in documenting volunteer activities, and parent communication regarding children's functions and activities.
2. Assist in organizing the classroom according to developmental levels and individual need of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development. Assist in ensuring infant and toddler classrooms are homelike, safe, sanitary, and free of clutter. Assist in organizing the toddler classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment. Provide for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.
3. Promote the development of secure relationships with infant/toddlers assigned by assuring primary and continuity of care. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with the children at all times during the day.
4. Observe children and record observations in anecdotal records, making appropriate referrals to EHS Teacher. Assist with conducting developmental screenings, as assigned. Participate in IFSP's as required. Maintain updated individual and group checklists according to program policies and procedures.
5. Assist with training parents and volunteers in planning and implementing appropriate activities. Assist in maintaining a clean, safe learning environment at all time.
6. Provide meals and snacks to the children according to their age, development and needs. Feed infants according to their home schedule, hold them every time they are fed, and share information about their eating with their parents daily. Assist with family style dining with toddlers when they are ready and implement according to program policy and procedures, and EHS Performance Standards.
7. Involve parents in all aspects of the classroom. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership. Maintain ongoing professional and appropriate communication with parents through a variety of methods and sends activities home that Parents can do with their children to support the curriculum and the child's learning. Encourage parents to become involved in workshops, training and other Head Start activities.

8. Assist EHS Teacher with conducting at least two home visits and one parent conference with each child's family per year, according to the program schedule, policies and procedures.
9. Maintain and assist in maintaining accurate attendance records, food reports, in-kind reports and other record keeping and reports, as required. Participate in program training, weekly staff meetings, and case management meetings. Assist with maintaining supplies.
10. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
11. Continue professional growth by participating in ECE classes, training programs, workshops/conferences, as the budget allows.
12. Perform other duties assigned and reasonably within the scope of the duties listed above.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____

Signature: _____

Revised 2/09

Name (Print): _____