

**ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START & EARLY HEAD START**

TEACHER AIDE

Supervisor: Teacher

Status: Non-Exempt

Terms of Employment: Regular Full-Time

SUPERVISORY CONTROLS:

The Teacher Aide works under the direct supervision of the Teacher in his/ her classroom.

ESSENTIAL RESPONSIBILITIES:

1. To provide the children with varied educational experiences that will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and state of development.
2. To involve parents in the educational activities as a means of enhancing the parental role as the principle influence on the child's education and development.
3. To carry out such general program responsibilities beyond the classroom as delegated by the Teacher, with approval of Family Service Specialist I/ Teacher.
4. To cooperate with center and Central Office staff in other activities related to meeting Performance Standards program-wide.
5. To learn Performance Standards of the Education Component and implement in the classroom.

PERFORMANCE STANDARDS:

Formal evaluation is on-going. Formal evaluation is done by the Teacher as directed by the Family Service Specialist I/ Teacher and Education Manager.

Evaluation criteria include:

- a. Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices.

- b. Cooperation with Central Office staff, Family Service Specialist I/Teacher, and other center staff.
- c. Ability and willingness to assume responsibility for classroom during absence of supervisor.

DUTIES:

1. Assume responsibility of classroom and implement education program in absence of teacher.
2. Assist in development of weekly lesson plans.
3. Assist in planning for and conducting field trips.
4. Participate in all center staff meetings.
5. Attend Parent Committee meetings as directed.
6. Assume limited non-classroom responsibilities as directed.
7. Upgrade own knowledge and skills in field on continuing basis with priority of obtaining CDA/ AA degree in Childcare Development/ Early Childhood Education (ECE).
8. Conducts a minimum of 2 home visits per year and 2 Parent Conferences of every child in the classroom to discuss the child's individual development and progress.
9. Assist in maintaining individual records on children.
10. Assist with guiding and facilitating activities of the children, including daily activities, field trips, selecting and arranging equipment and materials in the classroom.
11. Assist with conducting daily health checks and playground and safety checks.
12. Assist with maintaining a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored.
13. Assist with implementing individual children's IEP activities; completing Weekly and Monthly Implementation forms.
14. Assist with completing daily observation notes on enrolled children and completes TS GOLD assessments by deadline.
15. Assist with administering developmental screenings (Ages and Stages and EDECA).

QUALIFICATIONS:

1. An Associate degree in Childcare Development will be given preference or at a minimum CDA credential or enrolled in a CDA credential program to be completed within 18 months of the time of hire in accordance with the Head Start Act.
2. Must demonstrate with reference the ability to work with children and families of diverse background.
3. Must have documented experience working with children age three to five.
4. Should have experience in classroom or day care center.
5. Requirements for position include an up-to-date physical and TB test and signed declaration form of violent felonies or denial thereof and proof of education.
6. Must be able to pass through local, state, and federal criminal checks and child abuse clearance.
7. Must have the mental and physical ability to perform job duties.
8. Current physical examination and TB screen documentation upon hire.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Signature

Date

Print Name

REVISED SEPTEMBER 2020