

# Total Action tap For Progress into hope

## **JOB DESCRIPTION**

**JOB TITLE:** Teacher Assistant/Acting Teacher Assistant/Temp Teacher Asst.

**COMPONENT:** Head Start/Early Head Start

**SALARY:** \$8.71 - \$12.41/Hourly

**CLASSIFICATION:** Non-Exempt

### **DEFINITION AND PURPOSE:**

Assists the Teacher in planning and carrying out the educational programs in Head Start/Early Head Start classrooms. Aides the Teacher with supervision of all children in the classroom and providing children with educational experiences that help them grow mentally, socially, emotionally and physically. Works with all service area and classroom staff to ensure successful, nurturing experiences for children in the child development centers, while recognizing the parents as the most important influences in the lives of the children.

### **ORGANIZATION RELATIONSHIPS:**

Supervised by: Lead Teacher, Teacher, Center Supervisor, Education Coordinator

Supervises: No One

Coordinates with: Center and Administrative Staff, Community Specialists,  
Classroom Volunteers

### **RESPONSIBILITIES:**

- Assists teacher in planning activities that meet the social, emotional, physical and educational needs of the children in the classroom.
- Complete the Teacher Assistant Planning Form as required by policy.
- Demonstrates knowledge of and adheres to the TAP Policies and Procedures Manual, the Creative Curriculum and Head Start Performance Standards.
- Observes and supervises children individually and as a group, and responds to the needs of the group and individual children in a timely and appropriate manner.
- Follows lesson plans and routines but allows for flexibility to change with children's interests and needs.
- Records and dates weekly child observations and assist with other duties as agreed upon within the teaching team.

- Collects and files work samples and items for child's portfolio.
- Supports a team approach in meeting Head Start Performance Standards and licensing requirements.
- Works with center team to solve problems or seek additional resources as needed to help families and children.
- Assists Lead Teacher/Teacher in creating an atmosphere in the center that is welcoming to parents and families by greeting parents in a friendly manner as they bring and pick up their children.
- Follows the NAEYC Code of Ethical Conduct regarding appropriate interactions with staff and parents, including taking concerns to appropriate sources, refraining from gossiping or inappropriate interactions with colleagues and parents and exhibiting professional behavior at all times.
- Presents self professionally to colleagues, parents and community through appropriate dress, language and behavior.
- Creates a positive work environment by demonstrating flexibility and willingness to perform other job-related duties as assigned and by participating appropriately in program planning and decisions and in implementation of those plans.
- Assumes duties of teacher in his/her absence, or upon request.
- Works with Lead Teacher and Center Supervisor in maintaining and accumulating In-Kind.Reports
- Assists with maintaining classroom environment in accordance with TAP Head Start/Early Head Start policies and procedures and Virginia Minimum Standards for Licensed Child Care Programs.
- Assists in setting up and cleaning the classrooms.
- Keeps equipment and materials safe, clean and in good condition at all times, both indoors and outdoors.
- Assists in maintaining a classroom environment conducive to exploration and experimental learning with interest areas labeled, defined, and accessible to children.
- Provide accident information immediately to supervisor; reports cases of suspected child abuse or neglect to supervisory staff and call Child Protective Services immediately.
- Adheres to all policies/procedures as outlined in the TAP Head Start Policy and Procedures Manual.
- Adheres to NAEYC Code of Ethical Conduct as adopted by TAP Head Start.
- Create a positive work environment by demonstrating flexibility and willingness to perform other job duties by participating appropriately in program planning and decisions, and in the implementation of those plans.
- Performs other duties as assigned and required.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic knowledge of developmental characteristics and needs of preschool children.
- Some knowledge of appropriate activities and interactions with preschool children.
- Ability to learn, understand and follow policies and procedures outlined in the TAP Head Start Policies and Procedures Manual and other written and oral directions from program staff and supervisors.
- Ability to read, write and communicate with staff, parents and children in an appropriate and professional manner.

### **TRAINING, EDUCATION AND EXPERIENCE:**

- AA degree with concentration in early childhood education or child development.
- At least one year of experience with preschool children.
- CDA with at least one year experience with preschool children.
- Virginia Early Education certificate (Preschool).
- Must attend a minimum of 21 training hours as required and provided by TAP Head Start.

### **SPECIAL REQUIREMENTS:**

- Must have a valid Virginia Operator's license and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Must be able to interact with children.
- Must have CPR, First Aid Certification, and MAT certification or be able to complete such certification within 6 months of employment.
- Must be available to work any eight (8) hour shift during center operational hours of 6:30 a.m. – 6:00 p.m.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching, and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

- Visual acuity requirements – must be able to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities or structures.
- Conditions worker subject to in this position – worker is not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such as an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

**Equal Opportunity Employer/Drug Free Workplace**  
*Bilinguals Encouraged to Apply*