

Job Title: Teacher Assistant (On-Call)	Reports to: Site Administrative Supervisor
Department: Education	Status: Nine Month – Part Time/ Non-Exempt
Location: Site	Prepared Date: January 3, 2012

### **Position Overview**

Ensures the implementation of the Head Start program is a safe environment for children in accordance with the performance standards by meeting the physical, social, intellectual, emotional and cultural needs of each enrolled child in partnership with parents.

### **Essential Duties and Responsibilities** *may include but not limited to the following:*

#### *Classroom Responsibilities:*

- Assists with the implementation of education in all classroom activities
- Assists in meal preparation, clean up and serves as a role model at meal times
- Implements positive redirection and behavior guidance

#### *Support to Teacher*

- Assist the teacher to ensure that facilities are maintained according to health and sanitation regulations
- Conduct home visits with teacher and participates in Parent/Teacher Conferences when necessary
- Works cooperatively with teaching staff in planning and performing classroom activities

#### *Working with Parents*

- Instructs children in practices of personal hygiene and other self help skills
- Implements positive redirection and behavior guidance
- Works one-on-one with children needing individual attention

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Educational Requirements**

Candidates must have a minimum of a High School Diploma or GED.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

*Education and/or Experience* – Must obtain CPR/First Aide at earliest opportunity.

*Computer Skills* – Must have basic computer skills and be knowledgeable of Microsoft office.

*Communication Skills* – Must have basic level written and oral communication skills with a strong attention to detail; ability to effectively and clearly communicate information and ideas with willingness to share knowledge, skills, and expertise with others.

*Reasoning Ability* – Identify and resolve problems in a timely manner. Work well in group problem solving situations; use reason and restraint even when dealing with emotional topics; ability to adapt to and solve challenging situations applying common sense understanding to all work situations.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

*Teamwork* – Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put the success of team above own interests; ability to build morale and group commitments to goals and objectives; support everyone's efforts to succeed.

*Job Knowledge* – Understand the job requirements; communicate effectively as required to do the job.

*Safety and Security* – Observe safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions.

*Planning/Organizing* – Prioritize and plan work activities; use time efficiently; plan for additional resources; organize or schedule tasks to meet deadlines; develop realistic action plans.

*Oral Communication* – Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions.

*Written Communication* – Write clearly and informatively; edit work for spelling and grammar; adapt writing style to meet needs; present numerical data effectively; ability to read and interpret written information.

*Judgment* – Display willingness to make decisions; exhibit sound and accurate judgments; support and explain reasoning for decisions; make timely decisions.

*Attendance/Punctuality* - Consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.

*Dependability* – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments.

*Initiative* – Readily volunteer when needed; undertake self-developmental activities; seek increased responsibilities; take independent action and calculated risks; look for and take advantage of opportunities; ask for and offer help when needed.

*Professionalism* – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; follow through on commitments.

### **Physical Requirement (Subject to Change)**

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.

- Ability to sit for prolonged periods of time while performing work duties
- Physical ability to effectively and efficiently operate keyboard and other work related tools and equipment
- Visual acuity to effectively read computer screen, reading material, and reports or documentation required per Head Start guidelines
- Ability to sit, stand, bend, reach, pull twist and turn with sufficient manual dexterity to operate standard office machines, to file, retrieve supplies, perform light cleaning of classroom/office, etc.
- Ability to squat , crawl, kneel and bend in order to speak to children at the child's eye level, to play with the children and to pick up toys and equipment from the floor
- Ability to raise arms above head and extend arms and legs beyond body
- Ability to sit in 15 inch chairs
- Ability to lift and carry twenty-five to thirty (25-30) pounds, if you are required to lift over this amount in a non-emergency situation, you are required to ask for assistance.
  - In some emergency situations you may be required to lift over thirty (30) pounds.
- Because of essential functions and responsibilities as caregivers for up to ten children, and their direct responsibility for the exiting of those children in the case of an emergency evacuation, candidates for these positions would be limited to those who are not wheelchair restricted.
- Ability to hear and listen when a child or another individual is speaking to you both in a calm and excited environment.

### **Work Environment**

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

The noise level in the work environment is usually moderate.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, you should provide written notice to the Benefit Specialist within 182 days of the date the need arises.*