

Teacher Assistant
Job Description

Supervisor: Education Specialist Classification: Non-Exempt

Wage Range: \$15.24 – \$19.14

Work Hours:

Full Day Classroom
M-F 7:30 a.m. – 3:30 p.m.

Half Day Classroom
M-Th 7:30 a.m. – 3:45 p.m.
Friday 8:00 a.m. – 3:00 p.m.

After School Program
9:30 a.m. – 5:30 p.m.
Non-class Fridays 7:45 a.m. – 3:45 p.m.
(3:00 p.m.-5:30 p.m.-extended day program)

Supervisor:

Program Administrator

Program Administrator

Education Specialist

Minimum Qualifications: High School Diploma or GED is required. At a minimum, must have a CDA credential or enroll in a CDA credential program to be completed within the first year of hire. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child Abuse and Neglect Central Registry and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete physical exam and TB test upon initial employment.
4. Must possess a valid driver's license and be insurable or provide own transportation to work related activities.
5. Have good verbal and written communication skills as well as computer skills.
6. Able to work and relate to others easily.
7. Must be able to advocate for low-income families and those with special needs within the community.
8. Able to work evenings and travel if necessary.

General Duties:

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all Policies and Procedures.
3. Demonstrate knowledge of and follow Federal Performance Standards and implement service area plans related to position.
4. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
5. Assist with the community assessment process as needed.
6. Participate in annual self-assessment.
7. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.

8. Complete all forms or documentation according to procedure and timelines (i.e. timesheets, monthly reports, professional development plan, etc.
9. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this training as needed to provide services to children and families enrolled in the program.
10. Participate in reflective supervision session(s) with his/her supervisor.
11. Adhere to organizational standards.
12. Contribute to school readiness and program goals by implementing primary responsibilities listed below.
13. Attends and participate in staff meetings and trainings as requested.
14. Follows active supervision guidelines.
15. Maintains clean and orderly work area.

Primary Responsibilities

1. Assist teachers in instruction and supervision of children.
2. Assist teachers with developmentally appropriate curriculum and assessment (i.e. assist with preparation of activities and classroom set up, etc.).
3. Assist teachers with parent engagement (i.e. make in-kind sheets to send home, attend and assist with parent meetings, etc.).
4. Follow meal service guidelines.
5. Promote dental hygiene according to procedure.
6. Assist in meeting goals of screenings, referrals, follow-up and ongoing care.
7. Assist with observation and information gathered for outcomes and individualization.
8. Will be available to cover in all classroom and to assist all teachers where needed or when a staff member is absent or extra help is needed.
9. Understand the teacher's routine when it comes to delivering a lesson plan and running the class in the event that the teacher is absent.
10. Assist in the implementation of all applicable Head Start Standards inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development.
11. Assist with classroom maintenance (i.e. equipment, cleaning, storage, etc.).
12. Will use developmentally appropriate classroom management skills (i.e. Conscious Discipline).
13. Plan, prepare and implement age-appropriate activities for the extended day program. (After school program)
14. Other duties as assigned.