

# ALTA HEAD START

## JOB DESCRIPTION – TEACHER ASSISTANT HS

**POSITION:** Teacher Assistant HS  
**DEPARTMENT:** Education  
**SUPERVISOR:** Education Supervisor  
**STATUS:** Non-exempt  
**RATE:** Commensurate with ALTA Salary Scale

### JOB SUMMARY:

This position assists Lead Teachers in planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children and their families.

### ESSENTIAL FUNCTIONS:

1. Assists the teacher in all classroom activities, field trips and outdoor activities including lesson planning.
2. Assist in instructing and supervising children in classroom activities.
3. Participates in the screening, observation, and documentation of children.
4. Helps supervise at meal time, eating with the children to encourage good nutrition and proper social skills.
5. Assist in keeping the classroom clean and orderly.
6. Uses initiative and imagination to assist the child and be perceptive and knowledgeable about the needs of each child.
7. Assist the teacher in any aspect of the Head Start program as needs arise.
8. May be required to take charge of the classroom in the Lead Teacher's absence.
9. Makes home visits with the teacher as required or requested and assists with documentation.
10. Assists the teacher in meeting the programs needs for parent and family involvement.
11. Attends all workshops and meetings as requested.
12. Has a complete understanding of Head Start Performance Standards and ODJFS Licensing requirements.
13. Continuously monitor children to ensure safety at all times, and report child abuse and neglect when necessary.
14. Complete all necessary paperwork for classroom activities including screenings, parent/teacher conferences, and home visits, etc., in a timely manner.
15. Must maintain accurate meal counts and attendance and submit in a timely manner.
16. All other duties as assigned.

### RESPONSIBILITIES/EXPECTATIONS:

- Support ALTA principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.
- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.

**Disclaimer:** The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

Rev. 4/8/16

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- Continuously seeking methods of improvement for efficient operations.
- Responsible for personally maintaining current certifications and/or licensures

### PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

### QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.

### EDUCATION/EXPERIENCE:

Minimum of a Child Development Associate (CDA) credential required, Associates in Early Childhood Education preferred. Two or more years of classroom experience required.

### SUPERVISORY RESPONSIBILITIES:

NONE

### WORK CONDITIONS:

Variable hours of work which may include overtime and weekends and occasional travel.

By signing, I acknowledge that I have read and understand this job description. I also acknowledge and agree to comply with all policies and procedures as outlined in the ALTA Employee Handbook.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HR Representative/Supervisor

\_\_\_\_\_  
DATE

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