

**Job Title:** Teacher Assistant

**Reports To:** Child Development Manager

**Supervise:** n/a

**Status:** hourly, non-exempt OR contract, non-exempt

### **Job Summary**

Assist the Head Start Teacher to implement learning experiences that advance the intellectual and physical development of children. Promote the involvement of the families of children in the Head Start Program and support the development of relationships between children and their families. Promote school readiness for students and their families through focused initiatives.

### **Duties and Responsibilities**

1. Assist the Head Start Teacher in planning daily lesson plans and appropriate center activities for the growth and development of the children.
2. Assist the teacher with preparation of instructional activities
3. Assist the teacher in the creation and development of interesting activities for the children
4. Assist the Head Start Teacher to establish and maintain a safe, healthy learning environment and provide for children's feeling of security away from home
5. Assist the Teacher with Parent Involvement and Volunteer activities
6. Assist with planning and implementing the day-to-day learning activities of the children
7. Assist the Parent Committee chairperson to develop parent meeting calendar of activities
8. Coordinate center volunteers and submit completed volunteer application, health card and reference checks to Licensing Coordinator
9. Record and report volunteer in-kind contributions of center on a monthly basis to Volunteer Coordinator
10. Post weekly menu on Parent Bulletin Board
11. Mandated reporter of cases of Child Abuse and Neglect
12. May be asked to serve as Mentor Coach
13. May be asked to assist with ongoing assessments

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14. Perform other duties as assigned

### **Qualifications**

Associate Degree or High school diploma or equivalent with CDA required; Experience teaching preschool children preferred. Would consider candidate currently enrolled in CDA coursework. Experience working with low income families beneficial. Good communication skills required. Basic knowledge of computer operation desired. Must have a valid driver's license. Must apply for and pass a criminal records check through the Identification Bureau of the Arkansas State Police. Must complete and pass a Child Maltreatment Central Registry Check. Ability to lift up to 50#.

### **Physical Demands**

Frequent lifting and moving of Head Start classroom furniture and materials, frequent bending, stooping, standing, walking, sitting on small furniture, occasional driving to training

### **Non-Physical Demands**

Multi-task, infrequent breaks from responsibility of childcare,