



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Teacher Assistant

FLSA STATUS: Non-Exempt
DEPARTMENT: Education

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OVERALL PURPOSE:

This position is responsible to provide a variety of assistance to the classroom Teacher to ensure curriculum is delivered to three to five year olds in a safe and healthy classroom environment and children are achieving developmentally appropriate growth that fosters child growth and development. This position is also required to maintain documentation as assigned.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail and voicemail daily and use basic word processing and company management systems. (i.e. Child Plus) to create written communication.
- Refrains from divulging confidential information regarding students, families or employees.
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner including on social media.

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- Responds to internal and external customer service inquiries in a timely manner.

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and the Head Start service plan Head Start Program Performance Standards.
- Represents agency in a professional manner when attending any agency program or event.

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- Follows all policies and procedures in Employee Handbook.
- Follows Recognizing Child Abuse and Mandated Reporter procedures.

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.
- Attend Agency events as needed.



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ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Assist with the implementation of an individualized curriculum to promote the holistic and comprehensive growth of Head Start children.

PERFORMANCE MEASURES:

- Contribute to the development of an environment that enhances the curriculum.
- Contribute to the development of a schedule and lesson plan that reflects variety and flexibility to meet individual needs.
- **Provide center activity plan that reflects variety and flexibility to meet individual needs.**
- Assist in promoting a safe and healthy learning environment to include supervision and awareness of the location of all children at all times.
- Promote healthy habits.
- Assess the health of each child daily.
- Encourage independence in self-help skills.
- Assist with completion of two home **visits per year with each enrolled child's family**; assist with conducting two staff/parent conferences.
- **Use transition times for learning.**

2. Maintain current records for each Head Start child as per Teacher direction.

PERFORMANCE MEASURES:

- Assist in the assessment of each child's development on an ongoing basis.
- Maintain administrative documentation.
- ~~Assist in the development of appropriate plans~~ **Create, maintain and implement** appropriate plans **as needed.**
- Utilize ChildPlus software to review health records, complete daily attendance ~~and~~ meal counts **and parent communication.**

3. Provide activities that promote social emotional development of children.

PERFORMANCE MEASURES:

- Provide equipment, materials, activities and supportive interactions to promote each child's social emotional development.
- Assist in the implementation of the ~~PATHS~~ **designated social and emotional** curriculum.
- Provide overall positive tone for the learning environment.
- Provide positive guidance.
- Employ positive communication skills.
- Provide materials and activities for creative expression according to lesson plan.
- Use transition times for learning.

4. Provide support of activities of various types that promote the development of intellectual skills.

PERFORMANCE MEASURES:

- Provide equipment, materials, and activities and supportive interactions to develop sensory, science, and early math skills.
- Provide equipment, materials, and activities and supportive interactions to develop writing, literacy skills, including phonemic and print awareness, understanding and use of language, complex vocabulary, and book appreciation.
- Provide equipment and materials for small and large muscle activities.
- Maintain involvement in center time and outdoor activities.
- Integrate children's interests, respecting ethnicity, culture and family dynamics, in planning and implementation of activities.
- Provide daily challenges for development of intellectual skills, problem-solving skills, and approaches to learning.
- Assist in implementing the current curriculum enhancements.
- **Use transition times for learning.**



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5. Evaluation: Identify, and refer and monitor children with special needs.

PERFORMANCE MEASURES:

- Participate in KID meetings.
- Alert Teacher to concerns regarding child progress.

6. Engage families as partners in each child's Head Start experience.

PERFORMANCE MEASURES:

- Assist in the provision of opportunities for families to be integrally involved in the development of curriculum.
- Assist parents/guardians in child observations and sharing with staff.
- Provide on-going communications with parents/guardians and other staff to provide a team-based approach in the delivery of services.
- Attend ~~at least two~~ **all required** family engagement events annually.
- Support the development of relationships between children and their families.
- Interact with families in a positive manner to encourage communication
- Offer and encourage volunteer opportunities
- Provide individual volunteer opportunities to ensure every family's involvement; make progress toward meeting ~~the Program's Family Engagement~~ **individual family** goals.
- **Provide childcare at assigned meetings.**

7. Support the implementation of school readiness initiatives.

PERFORMANCE MEASURES:

- Monitor classroom and individual child progress toward school readiness goals.
- Demonstrate knowledge of school readiness goals ~~which is evident in~~ **through intentional** classroom planning.
- ~~Aggregate~~ **Analyze** classroom data and create ~~and implement~~ **improvement** plan for review and approval to **address development needed for children.**
- **Use transition times for learning.**

8. Seek out and participate in opportunities to enhance personal and professional growth.

PERFORMANCE MEASURES:

- Attend all scheduled professional development opportunities.
- Establish and achieve annual professional development goals in consultation with supervisor.
- Demonstrate knowledge of Head Start Performance Standards, PA Early Learning **Outcomes Framework** Standards, the Head Start Framework and developmentally appropriate practices.
- Maintain confidentiality and compliance with HIPAA requirements.
- **Participate in mentoring as requested or applicable.**
- **Maintain development hours as required by QRIS System.**

9. ~~In outlying centers~~ Assist in the daily operations of the facility.

PERFORMANCE MEASURES:

- Perform ~~various~~ duties to ensure the safe operation of the facility.
- Complete the **Daily** Classroom Safety Checklist and Playground Safety Checklist ~~on a daily basis~~ and submit to the Facilities Division Assistant within the assigned deadline.
- Assist in conducting monthly **classroom** practice fire drills in accordance with Head Start Performance Standards and internal policies and procedures.
- Ensure all facility entrances/exits are safe for children, staff and parents.
- ~~Coordinate delivery of meals and ensure all meals meet regulatory requirements.~~
- **Provide feedback to Facilities Division Assistant on contracted services such as snow removal and lawn care as applicable.**

10. Attend meetings and trainings.

PERFORMANCE MEASURES:

- Attend all DST meetings as scheduled.
- Attend all assigned trainings **and meetings.**



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OTHER DUTIES OF JOB:

1. Provide coverage for absent teacher.
2. Order cleaning and first aid supplies as necessary.
3. Perform other ~~related~~ duties as required.

SUPERVISION RECEIVED:

Supervision is **typically** received from the ~~Classroom~~ Teacher, CDE **Education** Supervisors and CDE **Education** Program Manager.

SUPERVISION ADMINISTERED:

This position **typically** does not require the supervision of staff.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

- ~~Concentration/Attentiveness~~
- ~~High Level of Record Keeping~~
- ~~Manage Multiple Projects/Tasks~~
- ~~Respond to Angry/Upset Individuals~~
- ~~Read and comprehend instructions/work orders~~
- ~~Ability to adapt to a constantly changing work environment~~
- ~~Ability to work under high pressure for results~~
- ~~Meet frequent deadlines~~
- ~~Predictable work schedule~~
- ~~Provide close attention to detail~~
- ~~Utilize creativity~~
- ~~Work closely with others~~
- ~~Work in a closely supervised environment~~

MENTAL DEMANDS TYPICAL OF THIS POSITION: **Moved to a 2 column format**

- Concentration/Attentiveness
- High Level of Record Keeping
- Manage Multiple Projects/Tasks
- Respond to Angry/Upset Individuals
- Read and comprehend instructions/work orders
- Ability to adapt to a constantly changing work environment
- Ability to manage multiple projects/tasks
- Ability to work under high pressure for results
- Establish ~~own~~ **personal** goals
- Maintain a high level of decision-making
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity
- Work closely with others

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to walk for a sustained period of time/distance, **Ability to kneel**, **Ability to sit on the floor**, Ability to use both hands, Ability to use both legs, Ability to communicate orally, Ability to hear conversation, Specific visual requirements, Use of depth perception, Use of color vision, Ability for rapid mental/muscular coordination simultaneously.

Frequently Incurred (Between 25% - 75% of time on job)

~~Ability to kneel~~, ~~Ability to sit on the floor~~, Ability to stand, Ability to stand from a sitting or kneeling position, Ability to sit, Ability to lift up to 25 lbs., Reaching at high or low level, Ability to climb stairs of at least 2 flights, Ability to stoop, Ability to repeatedly bend.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift up to 65 lbs. – primarily lifting children, Repetitive finger movement, Ability to use legs/arms to climb, Ability to balance, Repetitive twisting or pressure involving wrists or hands, Ability to operate motor vehicle. , **Ability to use a shovel to remove snow.**



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WORKING CONDITIONS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Contact with children.

Frequently Incurred (Between 25% - 75% of time on job)

Must be able to travel to and perform assigned job duties at any Head Start center, Work outside and inside, Work with hands in water, Exposure to blood and bodily fluids.

Occasionally Incurred (Less than 25% of time on job)

Work outside, Exposure to cleaning chemicals, operate snow blower, Work alone.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Use of latex or vinyl gloves.

QUALIFICATIONS:

EDUCATION (*Changed order listed – now listed in same order and wording as Perform. Standards*)

- Associate Degree or Bachelor Degree in education or related field; OR
- High School Diploma or General Education Degree (GED) and a Child Development Associate credential **or a state-awarded certificate that meets or exceeds the requirements for a CDA credential**; OR
- Enrolled in a program ~~leading to or possessing~~ that will lead to an Associate or Baccalaureate Degree in any field; OR
- High School Diploma or General Education Degree (GED) and enrolled in a Child Development Associate credential program to be completed within 2 years of hire.

EXPERIENCE/TRAINING

- One to two years related experience/training working with preschool children, **preferred**.

LICENSE/CERTIFICATION

- Valid Driver's License
- **Valid auto insurance**
- ~~Pediatric First Aid Certification~~
- ~~CPR Certification to include Pediatric CPR~~
- **Valid First Aid/CPR Certification**
- ~~Required criminal history, FBI and child abuse clearances~~
- **Act 34, 83, 151 Clearances**

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Recognizes problems and provides feedback or documentation to assist with resolving the problem.

COMMUNICATION SKILLS

- Consistently uses good listening skills to remain informed and acts upon or acknowledges receipt of information.
- Utilizes appropriate grammar, punctuation, and accuracy in written documentation.

MATH SKILLS

- Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

COMPUTER KNOWLEDGE

- Word Processing Softwares
- **Classroom Management Softwares**



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- Internet/E-Mail
- ChildPlus
- Basic computer knowledge including internet and email
- Ability to use various office equipment, i.e. computers, laptops, tablets, portable devices, copier, fax, printer, etc.

OTHER CHARACTERISTICS

- Documentation and observation skills.
- ~~Ability to follow established confidentiality policy.~~
- Ability to follow established safety standards.
- Ability to follow supervisor directives.
- Working knowledge of applicable regulations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date