

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
HEAD START
Job Description

Date: June 2009 Salary Grade 8 (\$7.50)- Grade 10
Exposure Determination Category 2 Chart # 2

Job Title: Teacher Aide

Reports To: Teacher

General Function: Assist in the implementation of the education and parent involvement objectives in accordance with Dept. of Health and Human Services Administration for Children Youth and Families (ACYF) Head Start Performance Standards and state licensing.

Typical Duties and Responsibilities:

1. Assist teacher in the implementation of program curriculum, development appropriate practices and maintaining a safe, healthy and nurturing education environment that ensures a quality child development program.
2. Translate communication between teacher, child and family, using family's primary language, when appropriate.
3. Act as bus monitor when necessary.
4. Provide child care at parent meetings, conferences, etc. as requested.
5. Assume responsibility for the daily operation of classroom in the teacher's absence.
6. Recruit eligible children for the program to ensure full enrollment.
7. Assist in the effective use and maintenance of materials, supplies, equipment, facilities and grounds.
8. Encourage community involvement and support for the program.
9. Maintain standards of confidentiality regarding children and families.
10. Participate and contribute to a quality program through team meetings and goals and program assessment.
11. Perform other duties as assigned.

Scope of Position:

- Report to teacher, receive direct supervision.
- Work is delineated by performance standards, written plans, current policies, and curriculum.
- Work is evaluated by outcomes produced.
- Typically includes quality experiences in classroom, support of transportation system, communication with and support of parents and team development.
- Advocate for children and families in the community.
- Typical contacts are with children and families and all levels of staff and external contacts are with community in support of the program.
- Model positive regard for program in the community.

Knowledge, Skills and Technical Abilities:

- High school diploma or equivalent required
- Must obtain a Child Development Associates credential with 24 months of hire following program design.
- Experience in education of preschool children preferred.
- Requires proficient level of communication skills oral and written, and teamwork.
- Experience in working with families from various ethnic backgrounds is preferred.
- Basic level of computer knowledge.
- Must have a valid driver's license with good driving record and insured vehicle.
- Current CPR and First Aid card or must be able to acquire.

- Complete 40 contact hours of education annually in subject matter related to position.

Working Conditions:

- Classroom 70%
- Off-site transportation and training 30%
- Will work some evenings and weekend meetings and training.
- Occasional out-of-town travel for training.

Major Accountabilities:

1. Assist teacher in ensuring that children have grown socially, emotionally, cognitively and physically.
2. Safety of children.
3. Respectful interactions with parents and community.
4. Regular communication and information sharing with teacher.

Physical Requirements:

1. Age 21 or above
2. Must complete health physical upon entry to program and yearly health screenings.
3. Must be able to move about, getting up and down from floor play with children.
4. Must be able to lift 50 lbs.
5. Physically able to perform job.

Grade Grade 8 (\$7.50) – High School Equivalent

Grade Grade 9 Step 2 – CDA

Grade Grade 10 Step 2 – AA in Early Childhood

Approved by: _____, Human Resources _____ Date

Approved by: _____, Program Director _____ Date