

CMCA Job Description

Job Title: Teacher Aide

Job Summary: The Teacher Aide will assist the CFDA in all classroom activities and help to enforce limits set by the CFDA. The Teacher Aide shares the responsibilities for the health, education, and welfare of the children throughout the Head Start day.

Work Station and Assigned Area: Head Start Center

Supervises: None

Supervised By: Team Leader/CFDA or Team Leader (II)

Major Duties and Responsibilities:

1. Work with children in the early childhood assigned curriculum.
2. The Teacher Aide assists the CFDA in developing lesson plans that reflect the curriculum, PBS & DECA/ASQ-SE, and are built around information obtained from child and family.
3. Read to children and encourage them to use books, tapes, CDs and records.
4. The Teacher Aide notifies the Team Leader/CFDA in a timely manner that supplies will soon be needed for the classroom.
5. Help children bring out and put materials away.
6. Prevent accidents in the classroom and outdoors by removing safety and health hazards.
7. Look for and report signs of illness or health problems to the CFDA.
8. Maintain child/adult ratio in accordance with license regulations.
9. Assist education staff and nutrition staff in serving meals and snacks.
10. Model hand washing and tooth brushing for the children.
11. Serve as a Bus Monitor during transportation of children during field trips away from the center when scheduled.
12. Attend staff meetings and training sessions as required.
13. Attend Head Start parent activities as needed.
14. Perform clerical tasks as assigned by CFDA.
15. Cooperate with and follow through on suggestions/recommendations of Specialists/Administrators and Team Leaders to establish a quality comprehensive child/family program.
16. To know of the whereabouts of children in attendance at all times.
17. The Teacher Aide assists the Team Leader/CFDA in preparation of Parent Teacher Conference and home visits and other communication with parents.
18. To complete a minimum of twelve (12) clock hours of training each year to meet child care licensing regulations.

19. Has a comprehensive understanding of the needs of the children in the classroom (health issues: asthma, allergies, seizures, hearing/vision, etc) and makes appropriate accommodations to ensure child outcomes are achieved.
20. Ensure daily spraying of toys with bleach water solution on a daily basis and a weekly deep cleaning of toys using the three step method (wash, rinse, sanitize) or by running the toys through the site's dishwasher.
21. Recruit participants for the Early Childhood Program in accordance with the annual ERSEA plan.
22. Know and comply with CMCA policies and procedures, as well as Head Start Performance Standard, policies and procedures.
23. Document contacts from families and/or community on contact logs.
24. Maintain the confidentiality of information on each child and family.
25. Perform other duties as assigned.

Knowledge, Skills and Abilities:

1. Knowledge and application of developmentally appropriate practices in early childhood classrooms.
2. On-going knowledge of appropriate literacy practices in early childhood.
3. Ability to relate positively to children, staff and low-income parents.
4. Ability to perform clerical tasks as assigned by teacher (i.e. time sheet, posting attendance, etc.).
5. Knowledge of the purposes and philosophies of the Head Start Performance Standards in working with young children and their families.
6. Ability to establish appropriate limits for children and enforce them in a positive manner.
7. Satisfactory completion of training on required Missouri child abuse & neglect laws and procedures and indicators of child abuse and neglect.
8. Attain First Aid and CPR certification and training on blood borne pathogens as required.
9. Ability to implement concepts learned from training.
10. Knowledge of health and hygiene and ability to assist children in developing good habits.
11. Ability to work as a team member.
12. Ability to deal with confrontation in a constructive manner.
13. Maintain the confidentiality of information on each child and family.
14. Knowledge of Missouri child abuse and neglect laws.
15. Ability to attend work site regularly to perform job duties and responsibilities.
16. Ability to lift forty pounds.

Qualifications:

1. Be able to read, write and follow written/oral directions.

2. Must have a minimum of a high school diploma or GED.
3. Have a minimum of one year working with young children.
4. Residence in the county of the assigned Head Start site preferred.
5. Must pass the Missouri Department of Health Family Care Safety Screen prior to hire.
6. Must have daily access to a reliable automobile and a valid Missouri driver's license.
7. Submit current physical examination and TB test results within ten days of hire.
8. In accordance with the 2007 HS Act, agree to a written plan to obtain required certification/degree within two years.

Salary Range: II Non-Exempt

EQUAL OPPORTUNITY EMPLOYER

	Initials	Date
Executive Director		

Employee Signature

Date