

Ohio Valley Opportunities Job Description

Job Title: Teacher Assistant
Department: Head Start
Reports To: Center Director
FLSA Status: Hourly
Prepared By: HR Director
Approved By: Melanie Harrell
Reviewed
Revised Date: April 2019

SUMMARY/PURPOSE

Assists in the instructing of children in activities designed to promote social, physical, and intellectual growth to reach School Readiness Goals.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following.

- Advocate for early childhood education through ensuring quality services to children, families and community.
- Work collaboratively with all staff to provide for the needs of children in compliance with Head Start performance Standards.
- Adhere to all Personnel Policies, Head Start Program Performance Standards and the Policies and Procedures Indiana Childcare Licensing Regulations.
- Assist with daily classroom activities as determined by the Teaching Team.
- Must be flexible and willing to adjust work hours as deemed necessary to accommodate families, program activities and/or training.
- Assist with daily classroom and playground schedules, routines and transition activities.
- Assist with completing developmental screenings and regularly assess children's needs.
- Demonstrate knowledge of and approaches to positive guidance and discipline.
- Assist with home visits and conferences.
- Provide ongoing communication and information sharing with staff and parents.
- Respond competently to the diverse cultures, traditions, lifestyles, languages, and values of each family.
- Submit timely, neat and accurate documentation.
- Attend all assigned training and meetings.
- Must be flexible and willing to adjust work hours as deemed necessary to accommodate families, program activities and/or training.

ADDITIONAL DUTIES AND RESPONSIBILITIES MAY BE ASSIGNED.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Must be able to pass initial drug test and ongoing random drug testing

Must be free from TB and provide negative skin test, lung x-ray, or equivalent annually

Must pass a State criminal history background check and fingerprint check as required by State Daycare Licensing standards.

EDUCATION and/or EXPERIENCE

Associates degree in Early Childhood Education or a related field with relevant course work.

Prefer one year experience in a classroom setting; related experience working with children or in an educational or social service setting may be considered in lieu of classroom experience

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to be certified in CPR, First Aid and Universal Precautions and maintain certification throughout employment

Must meet all Head Start program requirements necessary to obtain insurance coverage through the vehicle policy carrier

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl and talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate to loud.

The physical location for this position: Center Location as assigned

Some out of town travel is required for training and staff meetings

ACCEPTANCE

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

Employee Signature _____
Date

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