



Job Title:	Head Start Teacher Assistant	Position Type:	Full-time
Post Date:	July 2017		
Job Description			
<p>Role and Responsibilities</p> <p>A Head Start teacher assistant performs the duties as required to assist teaching staff in providing a safe, clean, healthy environment for the children in the center.</p> <ol style="list-style-type: none"> 1. Assist with completion of required paperwork. 2. Assists teacher in individualizing for each child, including completing observations, documenting children’s progress, maintaining child portfolio. 3. Remain attentive to each child’ health needs. 4. Assists classroom Teacher in keeping the classroom and equipment safe, neat, clean, and free of clutter.. 5. Actively engages in professional development activities and all required training. 6. Handles classroom activities in the absence of the teacher on an as needed basis. 7. Organizes and participates in games, reads to children, and guides them in activities such as pre-literacy, music, and art. 8. Follows universal health precautions. 9. Works effectively with all staff 10. Performs all other duties as assigned. <p>Physical/Visual Activities or Demands</p> <p>Physical/visual activities or demands that are commonly associated with the performance of the functions of this job</p> <p>Physical activities: stand, walk, sit, climb, balance, stoop, crouch, kneel, crawl, reach, push, grasp, feel, talk, and hear</p> <p>Visual: must have good visual acuity</p> <p>Physical demands: must be able to safely lift up to at least 50 pounds by hand</p> <p>Will have to perform childcare tasks both inside and outside the building</p> <p>May work at more than one Grace Hill site as requested; site assignments may be changed periodically</p>			



Education Requirements

A.A. in Early Childhood or CDA.

Experience

Minimum of one (1) year paid or unpaid experience working with children in a center-based child care setting. Desired supervisory experience. Desired fluency in the language spoken by the families served in the program.

An Equal Opportunity/Affirmative Action Employer

Services Provided On A Non-Discriminatory Basis