



Thrivalaska Head Start Birth to Five Job Description

Title: Teacher Assistant
Status: Permanent, 40hrs, 36 weeks, non-exempt
Reports To: Education Disabilities Coordinator or Asst. Ed/Disabilities Coordinator
Wage: \$14.51-18.98 DOEE

Position Summary:

To assist the teacher and cooperate in a supportive role carrying out developmentally appropriate activities, to promote the health, nutrition and education of the children and to attend to their safety and welfare.

Knowledge, Skills, and Abilities Required:

EDUCATION & EXPERIENCE

1. Educational coursework in Early Childhood Education/Development typically achieved via progress towards an Associate Degree in ECE or CDA. Coursework must be verified via official or unofficial transcripts.
2. Demonstrated classroom ability, typically 1 year, full-time pre-school classroom experience or equivalent.

SKILLS & ABILITIES

1. Excellent communications skills, especially good listening & writing skills.
2. Working knowledge of available community resources and Head Start program components.
3. Knowledge of typical behaviors/expectations of three and four year old children typically gained through a minimum of one year of relevant experience.

Principal Duties and Responsibilities:

CHILD AND FAMILY SERVICES

1. Supervise and monitor children at all times.
2. Asst. Teacher will help set up environment (indoor/outdoor) for the activities of the day.
3. Use developmentally appropriate practices to facilitate activities with groups and individuals.
4. Asst. Teacher will also observe and record behaviors of children to assist in the identification of each child's strengths and areas to grow.
5. Participate in family reviews of children with all staff as appropriate.
6. Integrate all Head Start components into classroom time.

7. Utilize lesson plans which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
8. Follow a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, two meals, and effective transitions between activities.
9. Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.
10. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
11. Work with special needs staff (SLP, OT, PT) in the classroom to develop a collaborative approach that benefits all children in the classroom and meets the needs as specified on the IEP.
12. Asst. Teacher will help to sanitize classroom equipment and laundry.
13. Assist with meal service as needed, while following CACFP guidelines.
14. Respond appropriately to crisis or emergency situations that may occur.
15. Asst. Teacher will help to develop and utilize integrated curriculum plans, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional physical and cognitive development of Head Start children.
16. Advocate for successful child and family development experiences.
17. Communicate with children and family members with respect and honor.
18. Whenever possible, assist children and families.
19. Support child and family development goals.

PROGRAM MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Assure/assist in general maintenance and security of facility.
3. Attend meetings, training's, and appropriate professional development activities.
4. Participate during program self-assessment and evaluation processes.
5. Participate during community assessment activities.
6. Support, implement and participate in program goal setting process to include strategic planning.

BUDGET & FISCAL

1. Continually seek out and process in-kind opportunities to include services and supplies.
2. Follow procurement and accounting procedures.
3. Actively seek out ways to reduce program cost whenever possible.
4. Report all suspected fraud activities.

SUPERVISION & TRAINING

1. Participate in developing and accomplishing staff development goals.
2. Meet and actively pursue the minimum yearly training required for your position.
3. Support program supervisor in attainment of program goals and mission.
4. Attend FAEYC yearly conference, when possible share knowledge through hosting a workshop.

COMMUNITY PARTNERSHIPS

1. Actively seek out partnerships with community members and agencies to enhance program services and resources.
2. Enthusiastically promote Thrivalaska programs.
3. Actively and regularly recruit children and families for best placement within Thrivalaska programs.

PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council and advisory groups.
2. Provide child care, meals and transportation for Board of Director and when appropriate Policy Council and advisory group meetings.
3. Follow the chain of communication.

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals.
2. Promotes teamwork concept in relationship and strength based organization.
3. Promotes a positive work environment.
4. Project professionalism in conducting daily activities.
5. Provides outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable and able to adjust to a variety of change and situations.
7. Follows all guidelines and procedures on confidentiality.
8. Observes good housekeeping and safety practices, maintains cleanliness and orderliness.
9. Can be relied on regarding task completion and follow up.
10. Uses logical and sound judgment, applies common sense.
11. Makes timely decisions and maintains composure under trying circumstances.
12. Enhances job growth through continuing education, as required or necessary.
13. Promotes quality, accuracy, timeliness, reliability and thoroughness of work performed.
14. Is punctual and reliable.

Physical Requirements & Working Conditions:

WORK LOCATION

1. Head Start Birth to Five in Fairbanks
2. Primarily in office setting
3. Occasionally in classroom

WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol and tobacco free workplace
2. Some exposure to communicable diseases
3. Noise level in work environment may be moderate to loud
4. Must be available for a variety of evening/weekend meetings and social events
5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences or meetings. Some out of state and overnight travel may be required.

PHYSICAL REQUIREMENTS

1. Review and sign the Thrivalaska Physical Job Description upon hire and annually

EQUIPMENT USED

1. Copy machine
2. Calculator
3. Telephone
4. Computer
5. Fax machine
6. Vehicles

Acknowledgment:

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a “living document” updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs.

Employee Signature

Date

Printed Name