

Community Action Program, Inc. of Western Indiana

Job Description

Position: Teacher Aide

Immediate Supervisor: Center Manager or Center Facilitator

Supervisory Responsibility: None

Job Base Location: Center as designated

FLSA Status: Non-Exempt

Classification: 3

Effective: June 2021

General Summary of Position:

Assist Teacher in planning and executing all services for Head Start children and families according to the federal Head Start Performance Standards and the agency's Head Start School Readiness Plan.

Essential Functions:

Classroom Time

1. Supervise and monitor children at all times.
2. Assist in setting up environment (indoor/outdoor) for the activities of the day.
3. Use developmentally appropriate practices to facilitate activities with groups and individual children.
4. Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas to grow.
5. Work with and encourage parent and community volunteers.
6. Utilize lesson plans which reflect mandates elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
7. Follow a consistent schedule which includes small and large group experiences, free play, music and movement, large and small motor activities, meals, toothbrushing, and effective transitions between activities.
8. Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.

9. Promote an atmosphere that promotes and reinforces parental involvement in the classroom.

Other

1. Assist Teacher in maintaining accurate child written records including assessments, screenings, anecdotal observations, and other required forms.
2. Assist in maintaining accurate records for monthly food service and attendance records.
3. Maintain a commitment to professionalism:
 - A. Dress in a neat manner suitable for work with young children.
 - B. Attend both pre and in-service workshops, and trainings required in transportation area as assigned by Director.
 - D. Attend out-of town or overnight training seminars as required by supervisor.
 - E. Maintain the confidentiality of family problems and records.
4. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

Core Performance Responsibilities:

A critical part of employee performance is the consistency of the employee in following Agency standards, rules and regulations concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

Qualifications:

1. Must have a Child Development Associate (CDA) credential within one year of hire.
2. Must have demonstrated ability to relate and communicate effectively, requiring visual reading, manual writing, and verbal communication, with the public, other agency staff, community professionals, and with persons of varied socio-economic levels.
3. Must maintain personal phone at all times.
4. Must possess valid driver's license to travel assigned areas as required. Must maintain liability insurance on personal vehicle and provide proof of such to Personnel Department upon request.

5. Must submit to pre-employment and random drug testing.
6. Essential functions of the position require the successful candidate to communicate effectively in verbal and written forms, to possess visual reading abilities, and the flexibility of movement to stoop, bend, and climb to work with active young children. Position may require lifting up to 50 pounds to assist young children onto or off the bus. Must pass Head Start physical examination requirements.