

CHILD SERVICES TEAM

JOB TITLE: Teacher Aide

Working Hours: 8 hours per day Monday - Friday

Salary Range:

GENERAL DUTIES:

Under the supervision of the Teacher, the Teacher Aide will be responsible for carrying out all classroom activities according to CSRA EOA, Inc. Policies and requirements of Head Start Performance standard.

SPECIFIC DUTIES:

1. Organizes classroom space into functional interest areas as directed by the teacher, and are recognizable by children.
2. Maintains clean and healthy environment.
3. Maintains a clean and healthy learning environment – indoor and outdoor.
4. Keeps classroom arranged in an orderly manner and materials readily accessible to the children.
5. Prepares materials for ongoing and scheduled activities.
6. Serves as a Bus Monitor.
7. Provides for constant supervision of children during all activities -- indoor and outdoor.
8. Administers the LAP-D Screen to all enrollees.
9. Administers the LAP-D Screen, using age appropriate instrument, within 45 days of enrollment.
10. Observes physical condition of children and make referrals to teacher.
11. Makes observations and assess each child in each developmental area using the Creative Curriculum Developmental Continuum Assessment Tool.
12. Refers children with suspected problems to teacher.
13. Gives input into the evaluation of each child's progress on an on-going basis.
14. Assumes responsibility of teacher in their absence.
15. Gives input into planning daily activities on lesson plans, small group, and individual record.
16. Follows daily schedule in conducting activities that are appropriate for the developmental level of the child.
17. Provides a variety of art media and allows for creative expressions.
18. Displays children's work at eye level in the classroom, and hallway.
19. Conducts individual, small and large group activities.
20. Serve as substitute in the classroom when necessary.

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21. Presents activities or concepts in sequential order.
22. Participates in the provision for a balanced program of teacher directed and child-initiated activities.
23. Communicates to the teacher the need for additional supplies.
24. Uses available community resources and field trips for classroom enrichment.
25. Implements family style meal services.
26. Attends staff meetings and training sessions.
27. Ensures that all service areas are integrated into the daily routine.
28. Recruits age eligible Head Start children.
29. Perform other duties as assigned.

SUPERVISORY CONTROL

The Teacher Aide is directly responsible to the Teacher who is responsible to the Center Director

The Teacher is responsible for evaluations.

OTHER SIGNIFICANT FACTS:

1. Must have the ability to communicate effectively orally and in writing.
2. Must have a valid driver's license.
3. Must have means of transportation.
4. Must have current physical and health card.
5. Must be able to travel out of town and at night.
6. Must be able to lift 50 pounds or more.
7. Must be physically fit and able to perform duties.
8. Required to do early morning duty.
9. Must be able to hop, skip, jump, run after children, bend, stoop, and sit on the floor.

QUALIFICATIONS:

1. High School Diploma/GED
2. Two years Community Base training.
3. Vocational Certificate in Early Childhood Education