

Head Start Child & Family Development Centers, Inc.
Job Description

Title: Teacher Aide

Revised: 8/2012

Class: HS-1

Supervisor: Head Start Teacher (assigned)

Office Location: To be assigned

Job Summary:

The Head Start Teacher Aide assists the Teacher in planning, organizing and supervising the children's daily classroom activities. The Aide participates in consultations with parents, and may substitute for the Teacher if necessary. Work is performed under the direct supervision of the Head Start Teacher.

Job Responsibilities

- Works directly with children, ages 3-5, in daily classroom activities;
- Assists the Teacher in planning individual and group learning experiences, indoor play activities, field trips, music and art, hygiene and nutrition programs;
- Organizes materials needed for classroom activities;
- Assists the teacher in enrollment and attendance record keeping and reporting duties;
- Participates in parent meetings and works with parent volunteers in the classroom;
- Provides clerical assistance to the teacher;
- Maintains center cleanliness and order;
- Attends staff meetings, training sessions, etc.;
- With assistance of the teacher, documents instances of child abuse as required by law.
- Substitutes for the teacher in her/his absence;
- Other duties as assigned.

Supervisory Functions: None

Qualifications:

- Good knowledge of preschool aged children's mental, emotional and social development;
- Ability to work with preschool children and parents;
- Ability to keep records and make reports;
- Ability to understand and follow oral and written instructions;
- Demonstrate patience, good judgment; resourcefulness, reliability;
- High School Diploma or GED; Satisfactory completion of one non-credit course in early childhood education approved by the Wisconsin Department of Health and Human Services; OR satisfactory completion of one for-credit course in early childhood education or its equivalent at an institution of higher education; OR willingness to enroll in such a course within 6 months after assuming the position.
 - *By June 2013, all center-based teacher assistants shall have a Child Development Associate Credential (CDA) or an Associate or Baccalaureate Degree or*
 - Shall be enrolled in a CDA program to finish within a two (2) year time span.*
 - Those that are enrolled in an Associate Degree program from a technical college must complete the program by June 2015 or may select to transfer to the CDA program in order to have the proper certification by June 2015.*
 - Those that are not enrolled by June 2013 nor have the requirements by June 2015 shall be replaced.*
- The State of Wisconsin's Division of Day Care Licensing requires that those who work more than 20 hours per week shall participate in at least 25 hours of continuing education each year. Those who work 20 hours or less per week shall participate in at least 15 hours of continuing education each year. Food service personnel shall document annual training of at least 4 hours in kitchen sanitation, food handling and nutrition. HSCFDC maintains procedures to ensure compliance with this policy.
- Ability to pass criminal background check and health screening;
- Valid driver's license, car insurance, and access to transportation to perform job.

*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse, ethnic, racial and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.