

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

**Title:** Teacher Assistant  
**Class:** HS-1  
**Supervisor:** Head Start Teacher  
**Office Location:** To be assigned

Revised: 6/2018

**Job Summary:**

The Head Start Teacher Assistant helps the Teacher in planning, organizing and supervising the children's daily classroom activities. Work is performed under the direct supervision of the Head Start Teacher.

**Job Responsibilities/Essential Job Functions**

- 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;
- Implement Active Supervision in classroom to ensure safe environments for all children;
- Exhibits an understanding of Head Start School Readiness outcomes by incorporating them into the classroom as directed by the Head Start Teacher;
- 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.;
- Substitutes for other staff when able and appropriate;
- With assistance of the teacher, documents instances of child abuse as required by law.
- Other duties as assigned.

**Supervisory Functions:** None

**Qualifications/Requirements:**

- Completion of a high school education;
- Currently holds a Child Development Associate Certificate or is willing to attain one upon hire (required) unless candidate holds an Associate Degree in Early Childhood Education;
- Participate in at least 25 hours of continuing education;
- Good knowledge of preschool child's mental, emotional and social development;
- Ability to work and communicate with preschool children and parents;
- Ability to keep records and make reports;
- Ability to understand and follow oral and written instructions;
- Patience, good judgment; resourcefulness, reliability;
- Ability to pass criminal background check/fingerprinting and health screening;
- Valid driver's license, car insurance, and access to transportation to perform job.

\*Current and former Head Start parents are encouraged to apply for positions in 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.