



COMMUNITY ACTION PARTNERSHIP  
Dickinson, North Dakota

Position Description

Department: Head Start Status: Non-exempt  
Position Title: Teacher Assistant Grade Level: C  
Immediate Supervisor: Teacher

Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All position descriptions are subject to change as business requirements dictate.

**A. GENERAL SUMMARY OF RESPONSIBILITIES:**

Provide the learning experiences in a pre-school setting to meet the needs of the participants, emotionally, physically, socially and intellectually. Assist the teacher in the classroom. Assist with meeting the objectives of the Head Start Program.

**B. SPECIFIC JOB RESPONSIBILITIES:**

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the Head Start program and direction of the program.
3. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
4. Maintains staff, client and agency wide confidentiality at all times.
5. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
6. Assist in preparing various statistical and narrative reports to meet all Agency, Government and Grant requirements.
7. Attend meetings, workshops, and training sessions as required by the Program Director.
8. Participates on program related committees as approved by the Program Director.
9. Is required to travel by ground or air to meetings, conferences, trainings, etc.
10. Assist in the department inventory, as well as, securing necessary equipment and supplies.
11. Continues professional growth through educational and training experiences in their field.
12. Works with participants with special needs to assist in their growth and development using individualized curriculum.
13. Works with participants in the classroom as assigned to meet teaching objective.
14. Assist teacher in facilitating smooth transition times between classroom activities.
15. Assist the teacher with classroom organization to ensure space is allotted for individual activities and independent use of materials.
16. Assist as needed in other job areas.
17. Maintains active involvement with participants at all times to include sitting on floor with children during rug times.
18. Reviews the lesson plans with the Teacher.
19. Maintains the appearance and condition of classroom and its equipment and supplies and in other assigned areas.
20. Participates with other staff members in the implementation of IEP's and classroom materials for special needs participants.
21. Completes safety checklists as assigned.

22. Maintains daily attendance, time sheet, and report of attendance and assists teachers with the following:
  - Individual Child Plans
  - Visitation Reports
  - Collecting anecdotal notes and other records, as needed.
23. Assist teacher in promoting a safe classroom environment to prevent and/or reduce injuries.
24. Assist teacher in promoting good health and nutrition and provides environment which contributes to the prevention of illness and promotes physical development of participants which would include: launder clothing, vacuum classroom floor and clean sinks after sessions and sanitize toys and other equipment.
25. Communicates with the participants and provides opportunities and support for understanding, acquiring and using verbal and nonverbal communication techniques.
26. Participates in Parent Committee meetings and other school functions by providing childcare of in-center children and siblings and other responsibilities as assigned after school hours.
27. Dispense medications as needed.
28. Rides bus and supervise bus participants as assigned.
29. Assist children at mealtime including those children who require specialized methods of feeding.
30. Assist children in toileting, changing and diapering.
31. Assist Teacher in providing an environment, which creates an enjoyable learning experience, which would include: play, exploration, and interesting learning using all available resources and provides stimulation of all senses and allow for development empathy and mutual respect and use of creativity, self-expression and acceptance. Allows for learning through practice of concepts and behaviors.
32. Uses appropriate curricula and assists teachers in developing individualized curricula.
33. Participates in parent conferences and home visits occasionally involving evening hours.
34. Remains current on early childhood and disabilities issues.
35. Assumes role of the teacher when teacher is not available or in their absence.
36. Supervise classroom and multi-purpose room participants, as assigned.

**C. SUPERVISORY RESPONSIBILITIES:**

None

**D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):**

Required

1. High School Diploma or GED
2. One-year experience with pre-school aged children.
3. Possess a Child Development Associate (CDA) credential or enroll after 3 months of employment and complete coursework within one year of enrollment.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Demonstrated ability to effectively communicate both in written and oral forms.
8. Current CPR and First Aid Certification within one year.

**E. PHYSICAL DEMANDS:**

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

**F. WORK ENVIRONMENT:**

Constantly:

Works in a dry environment, noisy environment, and exposure to bodily fluids.

Frequently:

Works outdoors, works with irritant chemicals, dust and powders, sprays, mists, vapors, fumes, uses gloves or protective coverings, cold environment, high stress and emotional situations.

Occasionally:

In confined spaces, at heights, hot environment, widely ranging temperatures, wet or humid, alone, around electrical, with biological and infectious agents, in high stress situations, in emergency situations, uses safety glasses and eye protection. Position may require the need to work non-traditional work hours.