



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Early Head Start **Status:** Non-exempt
Position Title: Infant Toddler Teaching Assistant **Grade Level:** C
Immediate Supervisor: Early Head Start Education Coordinator

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:

Provides the learning experiences in an Early Childhood Education setting to meet the needs of the participants, emotionally, physically, socially and intellectually. Assists the Infant Toddler Teacher in the care-giving environment. Assists with meeting the objectives of the Early Head Start Program and for community and public relations representation.

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 Early 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. Attends meetings, workshops, and training sessions as required by the Program Director.
7. Participates on program related committees as approved by the Program Director.
8. Is required to travel by ground or air to meetings, conferences, trainings, etc.
9. Assists in the department inventory, as well as, securing necessary equipment and supplies.
10. Continues professional growth through educational and training experiences in their field.
11. Works with participants with special needs to assist in their growth and development using individualized curriculum.
12. Works with participants in a care-giving environment as assigned to meet learning objectives.
13. Assists Infant Toddler Teacher in facilitating smooth transition times between classroom activities.
14. Assists Infant Toddler Teacher with classroom organization to ensure space is allotted for individual activities and independent use of materials.
15. Assists with Home Base Socializations and substituting in other program areas, as needed.
16. Maintains active involvement and supervision with participants when outdoors.
17. Reviews the weekly activity plans with Infant Toddler Teacher.
18. Maintains the appearance and condition of the care-giving environment and its equipment and supplies and in other assigned areas.
19. Participates with other staff members in the implementation of IFSP's and classroom materials for special needs participants.
20. Completes safety checklists as assigned.
21. Maintains daily attendance, time sheet, and report of attendance and assists Infant Toddler Teacher with Individual Child Plans, Visitation, Child Progress reports and other records, as needed.
22. Assists Infant Toddler Teacher in promoting a safe classroom environment to prevent and/or reduce injuries.

23. Assists Infant Toddler Teacher in promoting good health and nutrition and provides environment which contributes to the prevention of illness and promotes physical development of participants.
24. Communicates with the participants and provides opportunities and support for understanding, acquiring and using verbal and nonverbal communication techniques.
25. Participates in Parent Committee meetings and other program functions by providing childcare of in-center children and siblings and other responsibilities as assigned after regular hours.
26. Assist children at mealtime including those children who require specialized methods of feeding.
27. Assist children in toileting, changing and diapering.
28. Assist Infant Toddler Teacher in providing an environment, which creates an enjoyable learning experience, which would include: play, exploration, and interesting learning using all available resources; provides stimulation of all senses and allow for development of empathy and mutual respect and use of creativity, self-expression and acceptance. Allows for learning through practice of concepts and behaviors.
29. Uses appropriate curricula and assists Infant Toddler Teacher in developing individualized curricula.
30. Participates in coaching strategies to gain professional development.
31. Participates in program Self Assessments.
32. Participates in parent conferences and home visits, if needed, occasionally involving evening hours.
33. Remains current on early childhood and disabilities issues.
34. Assumes role of the Infant Toddler Teacher when they are not available or in their absence.
35. Supervise classroom and 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 Infant/Toddler aged children, preferred.
3. Experience working with people from various socio-economic and educational backgrounds.
4. Must possess a valid driver's license and insurable driving record.
5. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
6. Demonstrated ability to effectively communicate both in written and oral forms.
7. Enroll within one year and complete the CDA Certification within the following year.
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.