

JOB CLASS DESCRIPTION



Job Class: Teacher Aide
Department: Head Start
Supervisor: Classroom Coordinator
FLSA Status: Non-Exempt Grade: 3
Revision Date: July, 2018
Prepared by: Bi-County Community Action Programs, Inc.

Job Summary:

The Teacher Aide provides classroom support for teachers by participating in activities and maintaining sufficient adult leadership in the classroom to accomplish learning objectives.

Scope of Responsibility:

Incumbent is responsible for assisting in the operation of the Head Start center with the goal of promoting and enhancing the school readiness of Head Start children in conformance with Head Start Regulations.

Essential Duties and Responsibilities:

- 1 Participates in activities that promote Head Start and its programs.
 - 1.1 Assists in setting up the materials, projects, and activities in the classroom and keeping the classroom environment clean and safe; reads to children; organizes and supervises play activities; soothes children when they are upset;
 - 1.2 Assists in observing and recording children's development and behaviors, and where necessary consults with supervisor and/or other support staff as developmental concerns are identified;
 - 1.3 Follows the lead of the classroom teacher in reinforcing appropriate behaviors using positive guidance methods;
 - 1.4 Models and assists children in self-care including personal hygiene; provides classroom clean up and food preparation and presentation.
- 2 Builds positive relationships with families.
 - 2.1 Under the direction of the teacher, works individually with the child to meet the developmental and educational needs of children across all learning domains;
- 3 Participates in activities that assist in the program maintaining its licensing/ratings under the direction of the teacher.
 - 3.1 Assists in ensuring that the center meets requirements of Head Start Performance Standards and State Licensing where applicable;
 - 3.2 Assists in maintaining the required classroom observations, records, and reports;
 - 3.3 Assists in implementing the required health, safety and nutrition policies and procedures.
- 4 Communicates and maintains working relationships with others in carrying out job functions.
 - 4.1 Works cooperatively with other staff and adults in promoting a positive work place;
 - 4.2 Exercises courtesy in communicating with teachers, students and families;
 - 4.3 Informs immediate supervisor of accomplishments, upcoming tasks, events, and any comments or concerns regarding programming;
 - 4.4 Adheres to Agency's policies concerning data privacy.

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- 5 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
 - 5.1 Knows and follows department and Bi-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 5.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
 - 5.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
- 6 Engages in on-going professional development.
- 7 Performs other duties and activities as assigned.

Minimum Qualifications:

Incumbent must be at least 18 years old. The job requires reading, communication, math and problem solving skills equivalent to High School Diploma or GED. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity.

Knowledge, skills and abilities include:

- Must meet requirements of Head Start and Minnesota Department of Human Services background checks;
- Ability to understand and follow policies and procedures in the Employee Handbook;
- Must have basic reading, writing, and communication skills;
- Requires CPR and First Aid Training;
- Must be unbiased toward low-income families, other racial and ethnic groups, and has an appreciation of cultural diversity and differing values;
- Must demonstrate the ability to establish and maintain effective working relationships with others, including parents and other staff members.

Physical Demands & Working Conditions:

Work is performed primarily in a classroom setting. Position involves participating in classroom activities with preschool/toddler children, and requires frequent bending, twisting, kneeling, standing and sitting on the floor. Must be able to lift 40 pounds frequently and 40 to 50 pounds occasionally.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.