

JOB DESCRIPTION
TEACHER ASSISTANT/MONITOR (Substitute)
KICKAPOO HEAD START

General Description

The Teacher Assistant works in collaboration with the Teacher, volunteers, and other adults to provide daily activities, care and nurturance to a group of children. The Teacher Assistant is also responsible for developing partnerships with children's families, working with the Education/Disabilities Manager, Family Service Manager and Head Start Director to implement comprehensive Head Start services.

Supervision

The Teacher Assistant is supervised by the Teacher and Education Manager.

Job Duties

- Communicate in all areas with the Lead Teacher.
- Assist the Teacher in providing the daily educational program to a group of children.
- Assist the Teacher in providing daily guidance and nurturance to a group of children.
- Assist the Teacher in providing a safe, healthy, organized learning environment with the use of transitions and redirection, while getting down to child's eye level when interacting with them.
- Assist the Teacher in organizing the daily schedule and room arrangement for maximum learning with the Kickapoo Head Start Curriculum Plan.
- Assist the Teacher in developing weekly lesson plans.
- Evaluate and help revise the Early Childhood Development and Health Services Area Plans in collaboration with Head Start parents and other education staff under the leadership of the Education Manager.
- Assist the Teacher in implementing the Family/Community Partnership Area Plan.
- Assist the Teacher in implementing the mental health program.
- Assist the Teacher in collaborating with the Health/Disabilities Manager in screening children for possible disabilities.
- Assist the Teacher in collaborating with the Family Service Manager in implementing their Family Partnership Agreements.
- Assist the Teacher in maintaining the family service files.
- Assist the Teacher in assessing the development of individual children.
- Assist the Teacher in planning for the needs of children based on assessment results.
- Collaborate with the Teacher in conducting a minimum of two Parent/Teacher Conferences per year per child.
- Assist the Teacher in conducting the Enrollment/Transitional meeting.
- Assist the Teacher in conducting the minimum of two home visits per year per child.
- Eat meals with the group of children in your care.
- Support parents in carrying out parent activities.

- Assist the Teacher in implementing the Individual Education Plans of children with disabilities in his/her classroom.
- Assist the Teacher in recommending to the Education Manager actions which will improve the quality of service to children and families of this program.
- Assist the Teacher in screening children for possible delays.
- Attend training as required by the Education Manager, Disabilities Manager or Director.
- Attend Staff Meetings.
- Report suspected child abuse and neglect to the Education Manager, Director and to the appropriate agency.
- Assist the Teacher in maintaining children's attendance records and meal count.
- Assist the Teacher in maintaining records as required by the Early Childhood Development, Health Service Area Plan, and the Family/Community Partnership Area Plan.
- Maintain confidentiality of children's and families' records and of personal information about the children and families of the Kickapoo Head Start Program.
- Be a monitor on one of the bus routes.
- Other duties as assigned.
- Assist the Teacher in performing light cleaning of the classroom and bathrooms at the end of each school day.

Minimum Qualifications

- CDA
- Willingness to work toward an AA.
- Good health status as documented by a physical examination.
- Be able to lift 50 pounds.
- Ability to provide evidence of freedom from TB.
- Valid Oklahoma driver's license and satisfactory driving record.
- Reliable transportation.
- Satisfactory OSBI background check.

Preferences

- Current CDA (Center-based Preschool),
- A minimum of one year of experience in a child care program accredited by the National Association for the Education of Young Children.
- Bilingual in Kickapoo/English or Spanish/English.
- Current or former Head Start parent.