

**Elkhart and St. Joseph Counties Head Start Consortium
Position Description/Performance Appraisal/Competency Assessment**

Position Title:	Teacher Assistant	Job Class:	Incumbents Name:
Department Name:	Head Start		Reports to: Education Manager/Site Supervisor
Position(s) Supervised:	None	FLSA Status:	Date Written/Revised: 07/18

Position Purpose:

To assist the Teacher in organizing, coordinating and implementing a comprehensive educational program at the Center level that is developmentally appropriate and meets the individual needs of the children. This is a ten month, full-time or part-time position.

Scope of Authority/Responsibility:

The Teachers Assistant is responsible for implementation of program activities prescribed by teacher and Head Start Performance Standards. Teacher Assistant provides help to the Teacher in all areas of the classroom program. This includes, but is not limited to, implementing curriculum, supervising children, communicating with parents, preparing, submitting, and filing documentation and providing a healthy and safe environment for children. The Teachers Assistant works under the direct supervision of the Education Manager/ Site Supervisor assigned to the site.

The incumbent is expected to present a positive and professional image of Elkhart and St. Joseph Counties Head Start Consortium and the Head Start Division, and actively and effectively participate in committees and work teams as requested.

Adhere to HEAD START performance standards Elkhart and St. Joseph Counties Head Start Consortium policies and procedures and STATE MANDATES regarding the reporting of child abuse and neglect.

Customer Contact/Relationships:

This position has frequent contact with the Education Manager/Principal for supervision and direction, and daily contact with other teaching staff to implement the educational curriculum. Regular contact exists with other staff for information sharing.

Minimum Hiring Requirements:

Academic: Child Development Associate (CDA) or an Associate of Arts Degree in Early Childhood Development. Must obtain HighScope training within two years.

Experience: Minimum two years working with preschool aged children.

Language: Ability to read, analyze and interpret technical/medical/legal information. Ability to respond to routine inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively communicate with individuals and groups.

Math: Ability to apply concepts such as averages, ratios, fractions, and percentages to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete and/or abstract variables where only limited information or standardization exists. Ability to interpret a variety of instructions furnished in written or verbal form. Ability to prioritize projects or assignments based on limited supporting information, and to develop creative alternative solutions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee must have the physical ability to consistently and competently perform the essential functions of the position, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear in order to communicate in person or over the telephone with employees, applicants, and other customers. This position must also be able to travel to customer sites when necessary, and may occasionally need to put in hours beyond the standard work week in order to meet customer demands.

The employee is frequently required to stand; walk; reach; bend; grasp objects, and reach with hands and arms. The employee is occasionally required to sit.

This position must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is required to have fine motor skills for legible and accurate writing of reports, charting, scheduling and correspondence.

This position is required to visit customer homes and other required locations.

This position must be able to work with all individuals in a positive manner, and must be familiar with stress management and conflict resolution techniques. Must be able to tolerate a high degree of stress, and have the physical agility and emotional stamina to respond quickly, appropriately and effectively to emergency situations.

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
Establish and maintain a safe and healthy environment	<p>Assist with set up of appropriate room arrangement to support the goals of the classroom.</p> <p>Promote healthy eating practices through facilitation of meal times, classroom activities, and modeling of positive eating habits.</p> <p>Maintain a safe and healthy environment both indoors and outdoors, according to the Service Area Plans.</p> <p>Maintain a clean and orderly learning environment.</p> <p>Maintain daily sign in and out sheets and release children only to authorized persons.</p> <p>Respond to illness/injury according to Grantee Procedure and the School Administration Manual.</p> <p>Demonstrate understanding of Child Abuse policy 5.4 in the Procedure and Policy Manual. Attend required annual training on child abuse and neglect.</p>	<p>Based on supervisors monthly Observations (CAT) the classroom is arranged appropriately to support child in all areas of social/emotional, educational, and physical development.</p> <p>Staff member eats the same food as the children and models mealtime etiquette. The teaching team facilitates family style interactions as stated in the Head Start Performance Standards.</p> <p>Demonstrate familiarity with the health and safety policies and procedures. Must understand role in safety plan and be familiar with all safety emergency procedures of the building. Report any hazard's to Head Start Manager for immediate correction. Provide supervision to maintain required staff/child ratios. Call parent when child is absent. Taking attendance at drills. Posting drill procedures. Conduct, document, and post evidence of emergency evacuation drills as defined by Service Area Plan.</p> <p>Classroom materials such as toys, toothbrushes, and easels are cleaned regularly and organized.</p> <p>Sign in and out sheet will be completed daily and child release forms will be accessible</p> <p>Implement the requirements of all Head Start and building health and safety procedures. Such as:</p> <ul style="list-style-type: none"> • Maintain first aid bags • Taking attendance at all drills • Posting drill procedures • Checking medications weekly • Follow posted safety plan • Follow Universal Precautions • Evacuation/lockdown and storm protocols <p>Report any signs of child abuse neglect to Child Protective Services immediately to the Principal, and Education Manager./site supervisor</p>	<p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p>	<p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p> <p>E M I N</p>	

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
	Assist children in entering and exiting the school bus.	Observed by Education Manager / site supervisor assisting children entering and exiting school bus through use of hand to hand exchange sign off/on to bus and bus sweep..	E M I N	E M I N	
Custody of Medicine	Knowledge of procedure for administering, storing, and transporting, prescribed medication to and from school according to policies and procedures. Knowledge of procedures on rejected medication not prescribed.	Medication bag locked while in classroom. Medication bag carried in person while in transition from classroom. MAR completed correctly and completely	E M I N E M I N E M I N	E M I N E M I N E M I N	
Advance physical and intellectual competence of children	Provide an integrated curriculum, which is guided, by the Head Start Performance Standards, and the principles of Developmentally Appropriate Practice as defined by National Association for the Education of Young Children (NAEYC), and Service Area Plans.	Implement activities per the lesson plan provided by teacher, activities include: <ul style="list-style-type: none"> • Health/Nutrition • Safety • Social Emotional • Creative Arts • Diversity/Social Studies • Language • Math/Science 	E M I N	E M I N	
Support social and emotional development and provide positive guidance	Implement hands-on activities that develop children's positive self-esteem. Implement curriculum which is sensitive to socio-cultural context, avoids stereotypes, promotes equity, and increases children's cultural awareness. Use and promote positive guidance techniques including conflict resolutions in accordance with the Head Start Guidance Policy. Establish routines with smooth transition periods which are sensitive to the developmental levels of the children in the group. Communicates with children at their developmental level. Encourage children to be independent.	Implement social/emotional activities from teacher generated plan and promote child social skills. Implement activities and topics that promote equity and increase children's cultural awareness from the teacher generated lesson plan. Attend training and implement the Conscious Discipline strategies and techniques including effective re-direction and positive attention and conflict resolution process. Follow posted daily schedule which reflects consistent routines and a variety of transition activities. Teacher Assistant observes and listens to children throughout the day. Also shares control of conversations with children; physically positions themselves at child's level. Teacher Assistant encourages children's ideas, suggestions, and efforts throughout the day. Encourages leadership.	E M I N E M I N E M I N E M I N E M I N	E M I N E M I N E M I N E M I N E M I N	

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
	<p>Create a warm, accepting atmosphere for children.</p> <p>Support children and families through times of transition (i.e. going to kindergarten, moving to new community, death or divorce in family.)</p>	<p>Demonstrate shared activities in close proximity with children. Teacher Assistant demonstrates frequent eye contact, respectfully language, and positive affect. TA uses "Positive Discipline"</p> <p>Having awareness and response to the social emotional needs of the family that is consistent with head start values and training</p>	<p>E M I N</p> <p>E M I N</p>	<p>E M I N</p> <p>E M I N</p>	
<p>Establish positive and productive Family and Community Partnerships</p>	<p>Participate in two home visits per year in cooperation with Teachers.</p> <p>Encourage parents to participate in the program and provide a variety of ways that families can become involved. Generate 53 hours per month, per family.</p> <p>Provide parents with informational resources to support children at different developmental stages.</p>	<p>Will accompany teacher on home visits and provide needed support, including preparation and collection of documents needed for family conferences and home visits. Will communicate with parents regarding attendance, setting appointments for home visits/conferences.</p> <p>Classroom environment and bulletin boards will reflect necessary documentation for parent engagement.</p> <p>Provide childcare during site meetings.</p>	<p>E M I N</p> <p>E M I N</p> <p>E M I N</p>	<p>E M I N</p> <p>E M I N</p> <p>E M I N</p>	

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
Ensure a well-run, purposeful program	Collect and update information in the classroom provided by the Education/Site Supervisor.	Required items on the classroom checklist are posted in the classroom including bulletin board.	E M I N	E M I N	
	Assess program supplies and materials needed prior to implementing activities.	Responsible to collect materials and supplies needed for the day's activities.	E M I N	E M I N	
	Paperwork will be accurately completed and submitted for all required due dates.	<ul style="list-style-type: none"> • Attendance, including phone calls; • CACFP; • In-kind; • Consumable supplies; • First Aid supplies; • COR notes; • Safety checklist. 	E M I N	E M I N	
	Familiar with lesson plan emergency procedures and all routines. All student files, information keep current.	Ensure classroom functions occur in the absence of classroom partner. Take the lead role in following daily routine and implementing lesson plan. Ensure safety during bus transitions. Filling all documents generated by/for classroom weekly. Children's assessments will be filed in accordance with the education assessment timeline that includes home visits, parent teacher conferences, and team meetings supportive documentation.	E M I N	E M I N	
Provide a program which is responsive to individual children's needs	Assist in the development of an Individualized Plan for each child with collaboration with teacher and parents.	Teacher Assistant attends and participates in conferences, home visits and team meetings.	E M I N	E M I N	
	Use the results of screening and assessment to plan activities to meet both group and individual needs (Denver High Scope COR Assessment Tool, DECA).	Assist Teachers in completing screenings and taking COR notes.	E M I N	E M I N	
Facilitate Community Comment Process	Staff will be aware and implement the Community Comment Procedure Feedback process.	Teacher Assistant will participate in training concerning the Community Comment Process and assist parent to follow the outlined process.	E M I N	E M I N	

ESSENTIAL Functions	Required Competencies	Performance Outcome Expectations	Self Rating	Supervisor Rating	Indicate How Employee Demonstrated Competent Performance Expectations
Maintain a commitment to professionalism	Promote the philosophy, mission and educational objectives of Head Start Performance Standards and Consortium.	Classroom observations reflect the practice of HighScope educational standards, Conscious Discipline practices and exhibit positive interactions with all community partners, families, and co-workers.	E M I N	E M I N	
	Comply with Head Start Consortium personnel policies and the NAEYC Code of Ethical Conduct (Head Start Code of Conduct).	Staff follows policies and procedures as evidenced by performance on the job. All outside requests for documents or information is presented to manager for review.	E M I N	E M I N	
	Sets goals in the form of a Professional Development Plan, which includes specific objectives and time frames which will lead to the achievement of these goals.	Completes a self evaluation using the Elkhart and St. Joseph Counties Head Start Consortium Performance Appraisal. Also complete the Professional Development Plan for the coming year.	E M I N	E M I N	
	Engage in ongoing staff development (as defined by the grantee) to improve professional skills and achieve/or maintain credentials.	Staff will attend annual and first Friday trainings and courses that may lead to obtaining credentials. Staff is responsible for maintaining current credentials status. Staff will participate in individual coaching if indicated by CLASS, PQA or manager recommendation.	E M I N	E M I N	
	Sign and demonstrate knowledge of the Consortium's confidentiality policy and its application.	Staff will keep student files confidential in locked cabinets and adherence to confidentiality policy.	E M I N	E M I N	
Teamwork	Works cooperatively with the parents, school personnel, and Head Start management.	Demonstrates cooperation with the school personnel, parents, and all Elkhart and St. Joseph Counties Head Start Consortium staff. Including treating co-workers and building staff with dignity and respect	E M I N	E M I N	
	Communicates regularly with Education Manager to receive guidance, report progress, to plan new strategies and to problem-solve.	Staff implemented the recommended guidance from the Education Manager documented on the CAT.	E M I N	E M I N	
Flexibility	Perform other duties as assigned.	Demonstrate flexibility, a positive attitude and professionalism as assignment or conditions change.	E M I N	E M I N	
Punctuality and Attendance	Demonstrates judicious use of time off (Reference Employee Handbook Section 4.5).	Calls sub line and notify manager as early as possible if unable to work. Staff is expected to be punctual as required by policy 3.12.	E M I N	E M I N	
Clothing/Hygiene	Dresses appropriately for the job at all times as defined by employee handbook policy.	Expected to maintain the standards as outlined in policy 5.5.	E M I N	E M I N	

Goals/Objectives: Professional Development

Goals for FY _____	Approach to accomplishing goals/objectives	Midyear Check _____	Status Circle one	Comments/Mitigating Circumstances	Year End Evaluation	Goals for FY _____
			Met Partially Met Did not Meet			
			Met Partially Met Did not Meet			

Goals/Objectives: Health and Wellness Plan

Goals for FY _____	Approach to accomplishing goals/objectives	Midyear Check _____	Status Circle one	Comments/Mitigating Circumstances	Year End Evaluation	Goals for FY _____
			Met Partially Met Did not Meet			
			Met Partially Met Did not Meet			

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

HR MANAGER SIGNATURE

DATE

EXECUTIVE DIRECTOR SIGNATURE

DATE

Employee & Supervisor: Your signatures indicate that:	Employee & Supervisor: Your signatures indicate that:
This position description has been reviewed with the employer and the employee has been given a copy.	The 90 day performance appraisal/competency assessment has been reviewed with the employer and the employee has been given a copy.

Employee Printed Name Date

Employee Signature

Education Manager Date

Employee Printed Name Date

Employee Signature

Education Manager Date

The annual performance appraisal/competency assessment has been reviewed with the employer and the employee has been given a copy.
--

Employee Printed Name Date

Employee Signature

Education Manager Date

Teachers Assistant

- Approval:
 Policy Council: 07/07
 Board Approval: 07/07
 Policy Council: 06/09
 Board Approval: 06/09
 Policy Council: 07/08
 Board Approval: 07/08
 Policy Council: 07/11
 Board Approval: 07/11
 Policy Council: 07/12
 Board Approval: 07/12
 Policy Council: 07/13
 Board Approval: 07/13