Teacher Assistant (1 and 2)	
Department: Early Learning Academy, Center-Based	**Status: Full Time, Exempt**
Reports to: Program Director	**Last Reviewed: November 2020**
Titles reporting to this role: may supervise volunteers and interns	**Next Review Date: March 2023**

Position Summary:

Casa Central's Early Learning Academy provides high quality, comprehensive early childhood education services for young children, ages birth to five, and their families. The Teacher Assistant helps provide provides effective instructional strategies, classroom management, learning, and assessment, for children ages 3-5 years old. The Assistant Teacher provides developmentally appropriate learning experiences, supervision of children assigned in the classroom, and a supportive and positive classroom climate, while ensuring the individual needs of the children are met as mandated by Head Start, COA, federal, state and local standards. The Assistant Teacher works in collaboration with the Lead Teacher, parents/families, and other professionals to ensure that children are ready for success in kindergarten and beyond.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Lesson Planning

1. Assist teacher in lesson planning, classroom studies and related learning activities, interest areas, reading and math literacy activities, and planning and executing individualized approaches for children with disabilities.

Child Screening & Observation

1. In collaboration with the teaching team, conduct developmental and social emotional screenings.
2. Document observations on child development and progress across a variety of developmental domains.

Participant Service Delivery

1. Assist in creating an atmosphere in which children can learn and develop across multiple domains.
2. Establish rapport and respectful relationships with the parents and caretakers of children in the classroom.
3. Conduct learning activities, including storytelling and dictation, oral reading, arts and crafts.
4. Work with the teaching team in room set-up, classroom activities, naptime and meals.
5. Encourage children to assist in set-up and clean-up, interest areas, activities and meals.
6. Supervise children during rest periods.
7. Assist in moving children through the daily routine and activities.
8. Prepare and distribute classroom materials.

9. In the absence of the teacher, lead the daily routine, supervising the other teaching team members, attending home visits with Family Development Specialists, and conducting Parent-Teacher conferences.
10. Update parents on progress and events at the end of the day, including Accident and Incident Reports.
11. Maintain clean, organized classrooms.

Administrative Tasks
1. Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.
2. Complete documentation including meal attendance on a daily basis, weekly observations on assigned children, updating portfolios of children, writing accident/incident reports and reporting to parents.

Performance & Quality Management
1. Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.
2. Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.
3. Cultivate a professional and respectful work environment.
4. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.

Program-Specific Activities
1. Ensure compliance with all Early/Head Start Program Performance Standards, including as interpreted by Start Early, as well as with relevant federal, state, city, and accrediting/licensing body regulations and requirements.
2. Engage in Active Supervision strategies to support the safety, wellbeing, and appropriate supervision/oversight of children at all times.
3. Act in accordance with the program's Standards of Conduct, building respectful relationships with families, honoring parents/caregivers as their children's first and most important teachers, and maintaining strict child, family and staff confidentiality at all times.
4. Maintain knowledge on early childhood education and child development through in-service training, continuing education and other professional development.

Community Outreach
Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.

General Requirements:
Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:
Teacher Assistant 1: A.A. in Early Childhood Education with a Gateways Level 4 Early Childhood Education credential or higher.

Teacher Assistant 2: Minimum of a B.A. in Early Childhood Education with a Gateways Level 4 Early Childhood Education credential or higher.

Language Skills:
Bilingual Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:
Familiarity with computers. Programs may vary. Strong people skills: ability to express oneself clearly and effectively, superior interpersonal abilities, ability to get along with diverse persons and personalities, tactful, mature, flexible. Good reasoning abilities and sound judgments.

Mathematical Skills
Basic mathematical skills are required.

Operating Environment and Working Relationships:
Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families from diverse backgrounds. Knowledge of Head Start Performance Standards.

Decision Making Authority:
Exercises discretion and sound judgment in executing tasks.

People Management
Ability to utilize reflective practices to provide support to volunteers, interns, and team members. Must be tactful, mature and flexible**.**

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 job. 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 sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:
The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be

constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

➢ The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

➢ Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ *Firma de Empleado:* _____

Date/ *Fecha:* _____