Job Class: Teacher Assistant
Department: Head Start
Supervisor: Coordinator – Classroom
FLSA Status: Non-Exempt **Grade:**
Revision Date: March 2021
Prepared by: Bi-County CAP, Inc.

Mission
The mission of BI-CAP Head Start: Prenatal to Five is to give children and families a head start for Kindergarten and for life.

Job Summary:
Responsible for assisting in the effective operation of the Head Start classroom to promote and enhance the School Readiness of children and families in compliance with Head Start and MN Rule 3 regulations.

Scope of Responsibility:
Responsible for assisting in the delivery of education services and classroom safety for children and families.

Essential Duties and Responsibilities:
1 Participates in activities that promote Head Start and its programs.
- 1.1 Provides input in creating, developing and implementing the learning environment, schedule, and curriculum; helps with lesson plans;
- 1.2 Assists in setting up the materials, projects, and activities in the classroom and keeping the classroom environment clean and safe;
- 1.3 Uses developmentally appropriate activities and positive, relationship based interactions with children including: reading, organizing and supervising play activities; soothing children as needed;
- 1.4 Assists with planning and implementation of ongoing assessment systems to provide individualized programming for children and families;
- 1.5 Supports children by reinforcing appropriate behaviors using positive guidance methods;
- 1.6 Models and assists children in self-care; assists in classroom clean up and family style meals and snacks;

2 Builds positive relationships with families.
- 2.1 Assists in providing information to parents regarding their child's growth and development and other program information;
- 2.2 Informs families of available resources and works with the classroom teacher on making referrals to appropriate services;
- 2.3 Assists in providing individualized curriculum, which meets the educational needs of children across all developmental domains;
- 2.4 Provides support to parents as the primary teachers for their children;
- 2.5 Conducts home visits as required by program option;

3 Assists in maintaining Head Start Performance Standards and MN Rule 3 Regulations.
- 3.1 Assists in maintaining the required classroom observations, records, and reports;
- 3.2 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 Frequently interacts with internal staff, across departments and with families to exchange information;

4.2 Receives and responds to complaints of both a routine and confidential nature requiring knowledge of departmental policies, procedures, activities, and rules regarding data privacy;
4.3 Keeps immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to the attention of the teacher assistant so that prompt corrective action can be taken where appropriate;
4.4 Adheres to agency policies concerning data privacy;

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 a High School Diploma or GED, and skills in reading, communication, math and problem solving. Preferred CDA or associates degree in Early Childhood and experience working with children ages 0-5 years old. Incumbent must have a valid driver's license and auto insurance. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity.

Per Head Start Program Performance Standards 1302.91 (e) Child and family services staff.
(3) Head Start assistant teacher qualification requirements. As prescribed in section 648A(a)(2)(B)(ii)28 of the Act, a program must ensure Head Start assistant teachers, at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.

Knowledge, skills and abilities include:
- Knowledge of Head Start Performance Standards;
- Knowledge of Minnesota Rule 3 Licensing requirements where applicable;
- Must meet requirements of Head Start and Minnesota Department of Human Services background checks;
- Ability to understand and follow all policies and procedures in the Employee Handbook;
- Must have strong reading, writing and communication skills;
- Proficient in the use of technology and learning new programs;
- Requires strong attention to detail;
- Requires CPR and First Aid Training;
- Must be unbiased toward low-income families, other racial and ethnic groups, and have an appreciation of cultural diversity and differing values;
- 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. There may be one to two home visits a month.

Position involves participating in classroom activities with preschool 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.