



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Substitute Assistant Teacher ( <b>Part-Time</b> )
<b>DEPARTMENT.....:</b>	Housing & Human Services
<b>DIVISION.....:</b>	Head Start
<b>CLASSIFICATION/GRADE.....:</b>	Substitute Assistant Teacher/101
<b>REVISED.....:</b>	01/2017
<b>REPORTS TO.....:</b>	Teacher
<b>REVIEWED.....:</b>	01/2017
<b>WAGES.....:</b>	Hourly

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### **SUMMARY:**

Works with the Teacher/Assistant Teacher to implement the Head Start Education plan and to provide children with a positive learning environment and a variety of experiences which will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence and encourages parent participation in the Head start program.

### **BASIC FUNCTIONS:**

1. Assists supervisor to plan, maintain, and change room arrangement for maximum utilization according to themes in lesson plans.
2. Assists Teacher/Assistant Teacher to make and carry out written yearly and daily activity plans for children to provide developmentally appropriate education experiences in all areas of Head Start Education Framework and in approved curriculum.
3. Encourages parent participation; assists Teacher to obtain documentation from inkind derived from assigned area of responsibility.
4. Eats all meals with children; assists with the development of good nutritional habits; assists each child to develop good habits of personal hygiene.
5. Establishes a positive working relationship with parents, staff and volunteers.
6. Helps to supervise all activities to insure the safety of the children.
7. Assists Teacher/Assistant Teacher to clean classrooms daily.
8. Assists Teacher/Assistant Teacher in maintaining all necessary records; remains updated on rules and regulations including Head Start Performance Standards, TPCG Head Start Program plans, LDE Early Learning Center Licensing Regulations (Title 28, Part CLXI, Bulletin 137), Fire code, Board of Health and Sanitation.
9. Attends in-service and pre-service training programs; attends classes to obtain CDA and fulfill licensing requirements; attends all center committee meetings.
10. Performs other related duties as assigned by supervisor.
11. Attends seminars and workshops related to Early Childhood Education
12. Responsible for picking up meals or deliver paperwork when necessary.

**EDUCATION/EXPERIENCE:**

1. High school graduate or GED equivalent. A Child Development Associate Credential is preferred.
2. Formal experience with preschool children is preferred.
3. Knowledge of appropriate early childhood practices is preferred.
4. Skilled in operation of equipment including computer, copy machine, fax machine, laminating machine and telephone.
5. Ability to develop and maintain effective working relationships with employees, supervisors, other agencies, program participants, and the general public.
6. Ability to communicate effectively orally and in writing,
7. Ability to handle stressful situations.
8. Ability to attend workshops.
9. Must possess a valid Louisiana Driver's License.
10. Must be able to lift up to fifty pounds (50 lbs).