



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Assistant Teacher  
**DEPARTMENT.....:** Housing & Human Services  
**DIVISION.....:** Head Start  
**CLASSIFICATION/GRADE.....:** Assistant Teacher/103  
**REVISED.....:** 12/2013  
**REPORTS TO.....:** Teacher  
**REVIEWED.....:** 12/2013  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

Works with the 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. Works under direct supervision of the Teacher. Provides staff support to the Teacher in the classroom on a daily basis.

### **BASIC FUNCTIONS:**

1. Assists supervisor to plan, maintain, and change room arrangement for maximum utilization according to themes in lesson plans.
2. Assists Teacher to make and carry out written daily classroom lesson plans and Individual Program plans for children to provide developmentally appropriate early childhood educational experiences in all areas of Head Start Education Framework and in approved curriculum.
3. Responsible for providing developmentally appropriate education experiences in all areas required in Head Start Performance Standards and Program Plans and in accordance with the Creative Curriculum and other curricula resources as required.
4. Assists the Teacher in collecting anecdotal notes on all children enrolled in the classroom.
5. Plans with the Teacher to utilize all education materials, supplies, and equipment as needed to provide age and developmentally appropriate educational experiences.
6. Responsible for developing the Family Partnership Agreement with up to ten (10) parents assigned to his/her classroom.
7. Works in conjunction with the Social Services Specialist and the Teacher to assist the Parents to obtain the goals outlined in the Family Partnership Agreement.
8. Encourages parent participation in the classroom and on field trips; assists Teacher to obtain documentation from inkind derived from assigned area of responsibility.
9. Eats all meals with children; assists with the development of good nutritional habits; assists each child to develop good habits of personal hygiene.
10. Establishes a positive working relationship with parents, staff and volunteers.
11. Helps to supervise all activities to insure the health and safety of the children at all times.
12. Assists Teacher to plan for care, use, storage, and sanitation of equipment, ensures that the classroom is cleaned and sanitized each day.
13. Assists Teacher maintaining all necessary records and documentation; remains updated on rules and regulations including Head Start Performance Standards, TPCG Head Start Program

- plans, DCFS Daycare Licensing, Class A Child Care Center Licensing Standards and Regulations (Louisiana Administrative Code, Title 67-Chapter 73), Fire code, and health code.
14. Attends all in-service and pre-service training programs; attends classes to obtain CDA and fulfill licensing requirements; attends all center committee meetings. Attends in-service training programs to fulfill licensing requirements and attends all center meetings.
  15. Performs other related duties as assigned by supervisor.
  16. Attends seminars and workshops related to Early Childhood Education
  17. Responsible for picking up meals in the absence of the Food Service Technician or deliver paperwork when necessary.
  18. Assists supervisor and the Education Advisory Committee with the development of the Early Childhood and Health content area plan based on the performance standards; works cooperatively with parents and the education staff to organize the development of the plan.
  19. Offers input to Education Specialist for the preparation of annual budget for Education content area.
  20. Completes all required evaluation instruments and assessment tools including the Brigrance, vision and hearing screenings, and any other required by supervisor or the Office of Head Start.

**EDUCATION/EXPERIENCE:**

1. High school graduate or GED equivalent. A Child Development Associate Credential is preferred and employee must obtain CDA within two years of hire date and enroll in a degree program that leads to at least an Associate's Degree in Early Childhood Education or a similar field.
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 local or out of town workshops during the week or on weekends.
9. Must possess a valid Louisiana Driver's License.
10. Must be able to lift up to fifty pounds (50 lbs).