

# SUBSTITUTE ASSISTANT TEACHER

Housing & Human Services | Head Start



## SUMMARY

**Part-time position.** Work with the Head Start teacher and assistant teacher to provide children with a positive learning environment to help them develop socially, intellectually, and emotionally.

### JOB OVERVIEW

#### Starting Pay

\$12.02 - \$15.43 per hour

#### Schedule

Varies

#### Shift

Varies

### LOCATION

Head Start

### REPORTS TO

Teacher

### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

### WORK ENVIRONMENT

Eat all classroom meals with enrolled children

### EMERGENCY EVENTS

Not required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

1. Work with assistant teacher to make and carry out written daily/weekly lesson plans and individual program plans for all children.
2. Provide developmentally appropriate education experiences in all areas required in Head Start Performance Standards and Program Plans.
3. Assist supervisor to plan, maintain, and change room arrangement for maximum utilization according to themes in lesson plans.
4. Ensure all anecdotal notes on all children are completed on each child enrolled in the classroom.
5. Assist with development of good nutritional habits and personal hygiene and complete evaluations, assessments, and screenings required by supervisor or the Office of Head Start.
6. Stay updated on all program rules and licensing regulations and maintain necessary documentation.
7. Pick up meals and deliver paperwork when necessary.
8. Help supervise all activities to ensure the safety of the children.
9. Encourage parent participation in the classroom.
10. Assist teacher/assistant teacher in cleaning classrooms daily.
11. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Sign and adhere to the TPCG/Head Start Standards of Conduct while employed.
2. Ability to communicate effectively orally and in writing.
3. Ability to remain professional in stressful situations.
4. Knowledgeable about appropriate early childhood education practices.
5. Able to operate general office equipment (computer, copy machine, fax machine, laminating machine, and telephone).
6. Able to attend in-service and pre-service training sessions to fulfill licensing requirements and attend all related meetings, seminars, and workshops.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school graduate or GED equivalent. A Child Development Associate Credential is preferred.
2. Formal experience with preschool children preferred.
3. Possess and maintain a valid Louisiana driver's License.