

ASSISTANT TEACHER

Housing & Human Services | Head Start



SUMMARY

The Assistant Teacher is responsible for working with the Teacher to implement the Head Start Education Plan and providing the children with a positive learning environment to help them develop socially, intellectually, physically, and emotionally. The Assistant Teacher will use the Head Start Performance Standards and Program Plans to provide developmentally appropriate education experiences. The Assistant Teacher is responsible for staying updated on all program rules and licensing regulations.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Must be able to attend out-of-town workshops on weekends.

SHIFT

8 a.m. to 4 p.m.

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.

ESSENTIAL FUNCTIONS

- Work with the Teacher to make and carry out written daily and weekly lesson plans and individual program plans.
- Work with the Teacher to plan, maintain, and change room arrangements to ensure maximum utilization according to lesson plan themes.
- Work with the Teacher to ensure anecdotal notes are completed on all enrolled children.
- Assist children with developing good nutritional habits and personal hygiene
- Help supervise activities during home visits. Complete a minimum of two home visits per child per school year.
- Complete evaluations, assessments, and screenings as required.
- Develop and monitor Family Partnership Agreements for assigned parents/guardians and encourage parent participation in the classroom. Work with the Social Service Specialist and Teacher to assist parents/guardians with obtaining goals outlined in the agreements.
- Assist with use, care, storage, and sanitation of equipment. Ensure classroom is cleaned and sanitized daily and all inventory is accounted for.
- Report facility concerns as needed.
- Offer input to the Education Specialist during annual budget preparation.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Sign/adhere to TPCG/Head Start Standards of Conduct while employed.
- Ability to communicate effectively orally and in writing.
- Ability to remain professional in stressful situations.
- Knowledgeable about appropriate early childhood education practices.
- Ability to operate general office equipment (computer, copy machine, fax machine, laminating machine, and telephone).
- Attend required training and workshops to fulfill licensing requirements.

EDUCATION, EXPERIENCE, AND LICENSES

- 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 degree in early childhood education or a similar field.
- Professional experience with preschool children preferred.
- Possess and maintain a valid Louisiana driver's license.