Teacher Assistant
Job Description

Classification: Non-Exempt **Wage Range**: $18.01 - $24.65
Lead After-School Differential: $20/day

Work Hours:
Shift A: M-F 7:30 a.m. – 3:30 p.m

Shift B: M-F 9:30 a.m. – 5:30 p.m.
Non-class Fridays 7:30 a.m. – 3:30 p.m.
3:00 p.m.-5:30 p.m.- extended day program

Supervisor:
Program Administrator

Minimum Qualifications: High School Diploma or GED is required. At a minimum, must have a CDA credential or enroll in a CDA credential program to be completed within the first year of hire. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks.
2. Must be approved by Board and Policy Council.
3. Will be required to complete an initial health examination that includes screeners or tests for communicable diseases, as appropriate.
4. Have good verbal and written communication skills as well as computer skills.
5. Have the ability to work independently or in a team environment.
6. Must be able to advocate for low-income families and those with special needs within the community.
7. Able to work evenings and travel if necessary.

General Duties:

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all OCDC Policies and Procedures, Childcare regulations, and Federal Performance standards.
3. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
4. Participate in annual self-assessment, community assessment process, Trainings, and Staff Meetings
5. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.
6. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this

training as needed to provide services to children and families enrolled in the program.

7. Follows active supervision guidelines.

Primary Responsibilities

1. Assist teachers in instruction and supervision of children.
2. Assist teachers in planning and implementing developmentally appropriate curriculum and assessment (i.e., assist with preparation of activities and classroom set up, etc).
3. Assist teachers with parent engagement such as inkind.
4. Follow meal service guidelines.
5. Promote dental hygiene according to procedure.
6. Assist in meeting goals of screenings, referrals, follow-up and ongoing care.
7. Assist with observation and information gathered for outcomes and individualization.
8. Will be available to cover in all classrooms and to assist all teachers where needed or when a staff member is absent or extra help is needed.
9. Understand the teacher's routine when it comes to delivering a lesson plan and running the class in the event that the teacher is absent.
10. Assist in the implementation of all applicable Head Start Standards inclusive of the delivery of measurable early childhood education outcomes.
11. Assist with classroom cleaning and maintenance (i.e. equipment, materials, toys, storage areas, etc).
12. Will use developmentally appropriate classroom management skills (i.e. Conscious Discipline).
13. Participate in one-on-one and small group coaching.
14. Participates and engages in classroom activities along with the children.
15. Forms relationships with the children to engage them in conversation, activities, and tasks.
16. Other duties as assigned.

In addition to the above duties, Shift B:

1. Plan, prepare, and implement age-appropriate activities for the extended day program.
2. Assist with maintaining a safe, engaging, and developmentally appropriate extended day environment.
3. Support transitions, routines, and activities during the extended day program.

Lead Extended Day Teacher Assistant Assignment:

The assignment of the Lead Extended Day Teacher assistant is designated by the Program Administrator. The Lead Extended Day Teacher Assistant continues to perform all responsibilities of a Teacher Assistant while providing additional coordination and operational support during the extended day program. This does not change employees' classification as

a Teacher Assistant and does not assign responsibility for program administration, educational management, or personnel supervision. The Lead Extended Day Teacher Assistant works under the direction of the Program Administrator.

Lead Extended Day Teacher Assistant Responsibilities

1. Continue providing direct supervision, engagement, and support to children enrolled in the extended day program.
2. Assist in planning, preparing, and implementing age-appropriate extended day activities.
3. Assist with coordinating daily extended day routines, activities, transitions, and schedules.
4. Assist with organizing daily staff responsibilities as directed by the Program Administrator.
5. Serve as a point of contact for routine extended day program operational questions.
6. Collect extended day lesson plans and sign-in sheets. Responsible for submitting these items to the Program Administrator for review.
7. Communicate staffing needs, supply needs, child-related concerns, and operational concerns to the Program Administrator.
8. Provide encouragement, support, and informal guidance to extended day staff regarding established routines and procedures.
9. Assist new or less experienced extended day staff in understanding program expectations and daily operations.
10. Support consistent implementation of approved activities, schedules, and program procedures.
11. Maintain active supervision practices while carrying out lead assignment responsibilities.