


## **JOB DESCRIPTION**

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|------------------------|---|--------------------|---------------------------------|
| <b>1. C.A.A.</b>       | <b>Little Dixie</b>   | <b>2. Program:</b> | <b>Head Start</b>               |
| <b>3. Reports To:</b>  | <b>Head Start Teacher</b>   | <b>4. Title:</b>   | <b>Teacher Assistant – TA 1</b> |
| <b>5. Grade:</b>       | <b>One</b>  | <b>6. Date:</b>    | <b>February 16, 2010</b>        |
| <b>7. Approved By:</b> | <b>Brenda Needham</b>  | <b>8. Status:</b>  | <b>Non-exempt</b>               |

## **FUNCTIONAL DESCRIPTION:**

The Head Start Teacher Assistant will assist the Head Start Teacher in all aspects of the care and training of children enrolled in the Head Start program.

## **ESSENTIAL DUTIES:**

The Head Start Teacher Assistant assists the teacher in planning and formulating lesson plans and in the Teacher's absence, conducts class as scheduled.

- Lesson Plans
- Setting up equipment, supplies and materials
- Supervise children
- Supervise activities
- Maintain Confidentiality
- Recruitment

## **MARGINAL DUITES:**

- Home visits and parent contact
- Encourage parent involvement
- Attend trainings
- Record-keeping
- Property inventory
- Share cleaning duties
- Bus driving duties as necessary
- Such other duties as may be assigned
- Promote Head Start

## **Supervisory Relationships:**

The Head Start Teacher Assistant reports directly to the Head Start Teacher.

**Employment Qualifications and Requirements:**

1. High School Diploma
2. All Teacher Assistants must obtain a pre-school CDA by 9/30/2013 and meet the following benchmarks:  
  
Obtain at least 30 total clock hours of CDA training by 7/31/2010  
Obtain at least 60 total clock hours of CDA training by 2/28/2011  
Obtain at least 90 total clock hours of CDA training by 9/30/2011  
Obtain at least 120 total clock hours of CDA training by 4/30/2012  
Submit application for CDA assessment by 9/30/2012
3. In addition to the CDA requirements, all Teacher Assistants must meet the following education requirements by enrolling in (and making satisfactory progress) toward a program leading to an associate or baccalaureate degree in child development or a related field and meet the following benchmarks:  
  
Obtain at least 3 college credit hours toward an associate degree by 12/31/2010  
Obtain at least 9 college credit hours toward an associate degree by 12/31/2011  
Obtain at least 15 college credit hours toward an associate degree by 12/31/2012  
Obtain at least 21 college credit hours toward an associate degree by 9/30/2013
4. Must have reliable transportation, valid driver's license and auto insurance.
5. Must be able to lift at least 30 to 40 pounds and lift arms above shoulders.
6. Must be physically able to sit on the floor and interact with children.
7. Should be CPR certified within 30 days from date of hire.

**In lieu of education requirements, experience may be considered.**

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This position is non-exempt from the provisions of the Fair Labor Standards Act as amended.

I certify that I understand and accept the responsibilities and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## **JOB DESCRIPTION**

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|--|--|
| <b>1. C.A.A.</b> <b>Little Dixie</b>   | <b>2. Program:</b> <b>Head Start</b>             |
| <b>3. Reports To:</b> <b>Head Start Teacher</b>  | <b>4. Title:</b> <b>Teacher Assistant – TA 2</b> |
| <b>5. Grade:</b> <b>One</b>  | <b>6. Date:</b> <b>February 16, 2010</b>         |
| <b>7. Approved By:</b> <b>Brenda Needham</b>  | <b>8. Status:</b> <b>Non-exempt</b>              |

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### **MARGINAL DUITES:**

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- Record-keeping
- Property inventory
- Share cleaning duties
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- Such other duties as may be assigned
- Promote Head Start

### **Supervisory Relationships:**

The Head Start Teacher Assistant reports directly to the Head Start Teacher.

**Employment Qualifications and Requirements:**

1. Possess a CDA credential
2. All Teacher Assistants must meet the following education requirements by enrolling in (and making satisfactory progress) toward a program leading to an associate or baccalaureate degree in child development or a related field and meet the following benchmarks:  
  
Obtain at least 3 college credit hours toward an associate degree by 12/31/2010  
Obtain at least 9 college credit hours toward an associate degree by 12/31/2011  
Obtain at least 15 college credit hours toward an associate degree by 12/31/2012  
Obtain at least 21 college credit hours toward an associate degree by 9/30/2013
3. Have training in child development
4. Must have reliable transportation, valid driver's license and auto insurance.
5. Must be able to lift at least 30 to 40 pounds and lift arms above shoulders.
6. Must be physically able to sit on the floor and interact with children.
7. Should be CPR certified within 30 days from date of hire.

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| <b>3. Reports To:</b>  | <b>Head Start Teacher</b>   | <b>4. Title:</b>   | <b>Teacher Aide – TA 3</b> |
| <b>5. Grade:</b>       | <b>Two</b>  | <b>6. Date:</b>    | <b>February 16, 2010</b>   |
| <b>7. Approved By:</b> | <b>Brenda Needham</b>  | <b>8. Status:</b>  | <b>Non-exempt</b>          |

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### **Supervisory Relationships:**

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**Employment Qualifications and Requirements:**

1. Possess an Associate's degree in early childhood, child development, or related field.
2. Possess a CDA credential
3. Must have reliable transportation, valid driver's license and auto insurance.
4. Must be able to lift at least 30 to 40 pounds and lift arms above shoulders.
5. Must be physically able to sit on the floor and interact with children.
6. Should be CPR certified within 30 days from date of hire.

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