

**GREENE LAMP  
JOB DESCRIPTION**

**TITLE:** Teacher Assistant

**PROGRAM:** Head Start

**DEPARTMENT:** Education

**REPORTS TO:** Head Start Teacher/Education Administrator//Education Specialist

**BASIC FUNCTION:** Assists in providing the children with learning experiences that will help them develop socially, intellectually, physically, and emotionally.

**ESSENTIAL JOB DUTIES AND REQUIREMENTS:**

1. Assist in the planning and implementation of classroom activities.
2. Displays appropriate child guidance methods and interaction with children.
3. Assists in the maintenance of a clean, safe, healthy, and pleasing environment.
4. Maintains the confidentiality of children's folders.
5. Assists in maintaining classroom materials in an orderly manner, readily accessible to children.
6. Provides constant supervision of children during all activities.
7. Recruits volunteers and in-kind contributions.
8. Assures compliance with North Carolina Child Care Regulations.
9. Assists with ongoing individual assessment using Teaching Strategies GOLD on line Assessment Tool.
10. Observes children for signs of child abuse/neglect.
11. Supervises volunteers and community college practicum students and assures their compliance with classroom and program guidelines/ regulations.
12. Assists in the preparation of lesson plans.
13. Attends continuing education events in early childhood education and maintains accurate and updated North Carolina Child Care training documentation of training.
14. Assists teacher in maintaining appropriate documentation of child's activities and achievements.
15. Serves as a mentor for newly employed Teacher Assistants.
16. Implements the Emergency Response Plan as instructed.

**TELECOMMUTTING ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

In the event of a natural disaster and/or pandemic, this position may operate on a telecommuting and/or modified work schedule.

1. Modifies and adheres to all aforementioned job duties in respect all governing officials and mandates applicable to the emergency or disaster.
2. Attends and participates in virtual professional development training opportunities. Maintain updated training log in personal staff folder.
3. Responsible for attending any and all staff meetings, agency meetings and other scheduled meeting relevant to position and required by the agency.
4. Maintain daily, consistent and routine communication with supervisor or management staff via telephone contact, email, text.
5. Adhere to altered work schedules to include but not limited to evening virtual class sessions, multiple virtual class sessions throughout the day, one on one class sessions, in person class sessions, virtual class sessions, partial day sessions, full day sessions, etc.
6. Assist with maintaining, (putting away and packaging) center and classroom supplies, preparing meals, cleaning classrooms and center, food drive and other agency functions as needed.

**Knowledge and Skills:**

- Establishes and maintains open working relationships with the community, Agency staff, and administrators.
- Understands and follows lines of authority.
- Understands *Employee Handbook*.
- Maintains a positive public image that will reflect on the program and the Agency.
- Performs Provides continuous follow-up.
- Ability to use computer software Microsoft Word, Child Plus, Abila Time clock, etc.
- Additional duties as assigned by the supervisor.

**Physical Requirements:**

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

**Travel Requirements:**

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

**Pre-Employment Requirements:**

- Tuberculosis Skin Test
- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License (if required)

**WORKS CLOSELY WITH**

- Coordinators
- Parents
- Co-Teacher
- Area Coordinators

Head Start Teacher Assistant

Page 3

- Early Education Administrator
- Program Directors
- School Personnel
- Community Agencies

**Qualification Criteria**

- Associate Degree - Early Childhood Education Preferred
- Preschool CDA Credential Accepted
- Criminal Record Check
- Annual Physical Examination/TB Test
- First Aid, CPR

**Salary Range:**

- Grade II – Head Start Teacher Assistant I
- Grade III – Head Start Teacher Assistant II
- Grade IV Head Start Teacher Assistant III

**STAFF ACKNOWLEDGEMENT:**

I acknowledge that I have read and understand the job requirements, core functions and duties of my position.

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

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DISCLAIMER:** The job description doesn't imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible.