

OPPORTUNITIES FOR CHENANGO, INC.  
HEAD START PROGRAM  
**JOB DESCRIPTION**

**Position:** Teaching Assistant  
**Reports To:** Teacher Director

**Date Revised:** December 2016  
**Employment Status:** Non-Exempt

**Responsibilities:** Assists the Teacher in carrying out classroom activities, shares in the responsibility of recordkeeping and providing a safe and healthy learning environment for children.

**Minimum Qualifications:** Associates Degree in Education or related field with a minimum of 12 credit hours in coursework related to ECE. One year of experience in a preschool setting. A valid NYS driver's license is required. Willing to attain and maintain Medication Administration Training certification and First Aid/CPR certification.

**General Duties:**

1. Acts in accordance with the Opportunities for Chenango, Inc. Mission Statement and abides by its Standards of Conduct.
2. Assists in ensuring the agency meets all federal, state, and local regulations.
3. Works within a team to plan and administer a comprehensive program of services.
4. Demonstrates a work ethic that recognizes and supports persons of varying socio-economic, ethnic, cultural, and educational backgrounds.
5. Interacts and communicates effectively with co-workers, customers, and community members in a professional and respectful manner.
6. Immediately reports child abuse/maltreatment to New York State Central Registry and appropriate administrative staff.
7. Maintains confidentiality of information regarding children, families, staff, and program issues.
8. Follows procedure when "calling in" due to illness and for use of other leave.
9. Participates in all required meetings and trainings and shares information with colleagues as needed.
10. Drives an agency vehicle and transports families as necessary.

**Essential Duties:**

1. Models positive child development practices including appropriate tone of voice, speaking to the children at eye level, and continuously scanning the room for safety.
2. Supports and assists with the use of all current and available resources in planning daily activities for children (i.e. Creative Curriculum, Good Talking Words, and all other current required and/or available curriculums).
3. Welcomes parents and other visitors to the center. Communicates in a positive manner with parents, community members, and co-workers.
4. Helps establish a safe and healthy learning environment in accordance with Head Start Performance Standards and New York State Office of Children and Family Services Day Care Licensing Regulations.
5. Supports maintaining control of the classroom by implementing clear, reasonable, consistent, and age-appropriate rules and expectations for children.

6. Assists the Teacher Director in writing appropriate observational notes for all children and records them in Teaching Strategies GOLD.
7. Under the direction of the Teacher Director, works with other Education staff at the center to provide assessment information about each child.
8. Assists with establishing Individual Plans for children and lessons.
9. Assists with completing all screenings within 45 days of each child's entry date.
10. Documents all contacts with families on the Contact Summary Record.
11. Assists center transportation services by monitoring on the Head Start bus as necessary.
12. Support in maintaining a classroom environment that encourages independence and meets the developmental needs of the children.
13. Uses positive guidance and redirection to help children with anger and/or challenging behaviors. Helps children develop decision making and problem solving skills.
14. Regularly meets assigned documentation due dates and requirements.
15. Communicates with other center staff to support the smooth running of the center.
16. Performs other job related duties and responsibilities as necessary.

**In Teacher/Director's Absence:**

1. Assumes responsibility for establishing a safe and healthy learning environment in accordance with Head Start Performance Standards, Opportunities for Chenango, Inc. Policy, and NYS Office of Children and Family Services Day Care Licensing Regulations.
2. Assures that day to day and monthly documentation is completed and submitted on time.
3. Communicates daily with the Child Development Coordinator.
4. Coordinates the planning and scheduling of activities in all areas of the classroom using the weekly lesson plan form found on Teaching Strategies GOLD.

**Working Conditions:**

Talking-ordinary

Hearing-ordinary conversation

Weight-lifting up to 50 pounds

Physical Demands-climbing, stooping, kneeling, reaching, handling, pushing, repetitive arm motion

Vision-acuity, near, and far