



PICAYUNE SCHOOL DISTRICT HEAD START JOB DESCRIPTION

HEAD START TEACHER ASSISTANT



POSITION SUMMARY: The Head Start Classroom Assistant, under the direction of the classroom teacher, may assist in teaching related activities which include, but are not limited to, record keeping, material processing, set-up, student assistance, tutoring and other related tasks which allow the teachers to increase the efficiency within the instructional program. Medical/physical: May provide assistance to specific individual students with medical/physical and/or personal needs which may include, but are not limited to, toileting, feeding, dressing, transferring/lifting and carrying students.

MINIMUM QUALIFICATIONS:

1. An Associate degree (A.A. or A.S.) in Early Childhood Education, Child Development, or related field
2. Must be at least 18 years of age and have a strong desire to work with children.
3. Must have a warm, nurturing, and friendly personality, and must be sensitive to the feelings and needs of others.
4. Must be able to relate well with children and be willing to fulfill his/her responsibilities in accordance with the Center's philosophy.
5. Must have a mature attitude that allows her/him to communicate effectively, problem solve, and anticipate the needs of her/his fellow workers.
6. A work background in early childhood is preferred.
7. Criminal Record (e.g. Live Scan Fingerprinting), Child Abuse Index, Sexual Offender Registry, Tuberculosis (TB) test clearances required.

REPORTS TO: Education Manager

RESPONSIBILITIES:

1. Provide instructional assistance such as but not limited to: facilitating learning centers; individual and small group instruction; facilitating and modeling play; assisting students with computers; and model good nutrition practices during meal/snack times.
2. Supervise children inside and outside the building in a variety of situations
3. Performs basic clerical and record-keeping duties
4. Assists in the preparation of materials needed for classroom instruction
5. Prepares the classroom for both small and large group instruction per lesson plan and Head Start requirements.
6. Performs general classroom duties as assigned in a preschool/special situation classroom.
7. Provides basic care to children including assistance with tooth brushing, toileting, diapering, assisting physically ill children, assisting with the detection of head lice and communicable diseases.
8. Assists with special classroom, school and program events as requested.
9. Assists with meal and snack purchasing, preparation, and planning.
10. Assists with cleaning and disinfecting of classroom equipment and materials.
11. Attends staff meetings, and trainings when requested.
12. Other duties as assigned.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May be required to lift up to 30 pounds.
- Noise level in work environment may be moderate to loud.
- Some evenings and weekend work may occasionally be required for parent committee meetings and community events.

POSITION INFORMATION

- 187 days

Picayune School District Early Childhood Programs Is an Equal Opportunity Employer