

Pearl River Valley Opportunity, Inc.
Head Start/Early Head Start

JOB DESCRIPTION
Teacher Assistant

GENERAL DUTIES

Under the direction of a Teacher, the Teacher Assistant will perform duties assigned. Duties involve planning, coordinating, and executing a program for instruction for a group of preschoolers enrolled in the Program. The position is located in the classroom of the center and is scheduled to operate nine (9) months per year.

SPECIFIC DUTIES

- Assist in organizing the classroom and maintain a safe and healthy learning environment.
- Assist in making ongoing observations, assessments, referrals, and sharing of information with teachers on the progress of each child.
- Take an active role in planning and implementing classroom activities daily based on individual needs of the child.
- Make home visits.
- Assist teacher with classroom documentation such as, but not limited to, monthly reports, attendance, anecdotal notes, home visit forms, assessments, etc. as assigned by the teacher.
- Maintain discipline by using age-appropriate behavioral management techniques.
- Apply knowledge of CLASS and assist the teacher in providing activities that promote positive child – teacher relationships.
- Recruit volunteers and In-kind Contributions.
- Conduct other duties as assigned for the successful implementation of the program.
- Other duties as assigned by Teacher and Center Director.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to speak English or the language of the majority of the children served.
- Knowledge of a variety of games and play activities.
- Some knowledge of teaching techniques.
- Ability to express thoughts and ideas with clarity and confidence.
- Ability to follow instructions and accept supervision and proceed with duties assigned.
- Ability to establish and maintain an effective work relationship with associates and the community.
- Ability to relate to pre-service and in-service training provided for career enhancement.
- Ability to assist in maintaining accurate records and reports.

PROFESSIONAL SKILLS

- Consistent work attendance.
- Ability to represent PRVO Head Start in ways that portrays a professional image.
- Working knowledge of PRVO's Head Start philosophy as it relates to children and families.
- Maintain the highest standards of confidentiality.
- Follows work procedures, policies and plans.

SPECIAL REQUIREMENTS

Must be able to lift at least 40 – 50 lbs. Must be able to bend kneel, crouch, stand on feet and sit on floor with children for extended periods of time without complications.

QUALIFICATIONS

Education: Minimum: Child Development Associate Credential (CDA)
Preferred: Associate or Bachelor degree in Early Childhood Education or Related Field

Experience: Two (2) years case management experience working with children and families in a child care program or other comparable/social agencies.