

Five Sandoval Indian Pueblos, Inc.
Position Classification and Description



POSITION TITLE: Co-Teacher / Assistant
CLASSIFICATION: Non-Exempt
DEPARTMENT: Head Start Program
SUPERVISOR: Head Start Administrator/Director
GRADE: NE-3

Mission

Five Sandoval Indian Pueblos, Inc. Head Start Program, a non-profit agency, is dedicated to delivering high-quality, comprehensive, early childhood services that focus on the total needs of the child and family, both within an educational setting and within the community. We are committed to working in partnership with others to strengthen and empower families and communities that respect each individual's unique values and cultures.

Position Summary

Teacher Assistant is essentially a Co-Teacher and works with Teacher in planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. The Teacher Assistant encourages the involvement of the families of the children of the program and supports the development of relationships between children and their families. The Teacher Assistant helps plan and participates in classroom, playground, and field trip activities. These activities are designed to foster or enhance all areas of the child's development. Performs as an integral part of the education team, under the general direction of the Education Coordinator.

Required Qualifications

Minimum

- At least 18 years of age.
- High School Diploma or GED
- Poses good oral and written language skills.
- Ability to communicate in cross-cultural situations.
- Personal computer and word processing skills.
- Enrolled or will enroll in CDA classes upon hire.

PREFERRED QUALIFICATIONS:

- CDA, AA in Early Childhood Education, or a related field.
- Proficient in Microsoft Word for Windows and Excel.

Essential Duties and Responsibilities ** *This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor.* _____ **INT**

The Teacher Assistant / Co-Teacher will:

Interact With Children:

- Utilize appropriate language, interactions, and positive discipline.
- Model positive behavior.
- Assist in instructing and supervising children in classroom activities.
- Implement age appropriate activities that support the Head Start standards, the NAEYC standards and the Creative Curriculum.

- Implement and model family style eating during meal times.
- Continuously monitor children to ensure safety at all times, and report child abuse and neglect when necessary.

Assess Children:

- Administer assessments and assess and observe children on a regular basis.
- Take pictures and maintain anecdotal notes, written observations, and other approved forms of documentation for each child.

Curriculum Preparation:

- Research, plan, and develop age appropriate activities for lesson plans in conjunction with the Teacher.
- Assist the Lead Teacher in incorporating required activities into lesson plans that support children's development.
- Help Lead Teacher prepare activities that support lesson plans.

Communicate With Parents:

- Maintain open communication with parents by scheduling and conducting parent/teacher conferences and home visits.
- As a parent advocate, help resolve issues or concerns that are raised.
- Inform parents about daily classroom routine, expectations, policies, field trips, and volunteer opportunities.
- Communicate with parents about incidents that have been observed and/or recorded on site.
- Obtain all required classroom parental signatures such as on all incident reports and field trip permission slips.

Documentation:

- Design and complete documentation panels (bulletin boards) for the classrooms and hallways.
- Complete all necessary paperwork for classroom activities including meal count sheets, attendance, screenings, parent/teacher conferences, and home visits in a timely manner.
- Maintain up to date and accurate education folders to include complete incident reports, permission slips.
- Maintain accurate and up to date portfolios.
- Maintain classroom supply lists and inventory.
- Complete all assessment paperwork, such as Creative Curriculum checklist, Brigance and DECA screenings, according to specified timelines.

Supervision:

- Support volunteers, teacher aides, and foster grandparents with the learning of classroom requirements

Administration:

- Work closely with all coordinators, classroom teaching team, and other content area specialists.
- Actively participate in meetings which may include management, teaching team, center, committee, parent, parent policy, family reviews, city/state, agency, and board meetings.
- Participate in team meetings. Communicate and share ideas and concerns with Lead Teacher, Education Coordinator, and other management team members.
- As an advocate for children, parents, and staff, participate in agency committee meetings i.e. health advisory committee, advocacy, etc.
- Participate in staff Pre/In-Service and staff meetings
- Engage in a minimum of 45 hours of continuing education and professional development activities such as trainings, workshops, and classes to meet required qualifications.

Classroom Maintenance:

- Help to maintain a clean and organized learning environment.
- Sanitize all surfaces, equipment, and classroom toys.
- Maintain a quality room arrangement in compliance with curriculum standards. Routinely check classroom equipment and materials to ensure they

Teacher Assistant Job Description Bus Driver Addendum

In addition to the responsibilities listed above, the Teacher Assistant will provide safe bus transportation for Head Start children and their parents. See Addendum.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
- Project a professional work image, both in dress and manner.
- Be familiar with, and adhere to, position-related policies and procedures as well as the program's overarching objectives.
- Follow State/Tribal/Agency policies and procedures for reporting and documenting suspected child abuse and/or neglect.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

EMPLOYMENT REQUIREMENTS:

- Provide TB screening clearance upon hire, and annually thereafter at employee's expense.
- Provide a basic physical within thirty (30) days of hire and as required thereafter at employee's expense.
- Must pass state and federal criminal records background check for convictions of violence or moral turpitude as defined by New Mexico Childcare Licensing Code at the employer's expense.
- Must have current adult/pediatric CPR and First Aide training upon hire and renewed as required at employee's expense.
- Able to provide own reliable transportation to meet work schedule and job duties and responsibilities.
- Successful experience working in a team setting;
- Ability to present a positive image of the organization to members of the community;
- Visual and auditory acuity within professionally determined normal ranges, with correction if need;

- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder;
- Must be able to travel;
- Must be able to enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions;
- Must be able to lift 55 pounds;
- Experience successfully working with a culturally diverse staff and clients.

Working Conditions:

- Possible exposure to blood and bodily fluids or tissues;
- Possible exposure to communicable diseases;
- Job requires standing for long periods of time, as well as stooping, squatting, and running; and
- A moderate amount of driving is required.

Special Comments:

This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications.

ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HEAD START ADMINISTRATOR.

Head Start Director/Administrator Signature

Date

Human Resources Director Signature

Date

Executive Director Signature

Date

Policy Council Chair Signature

Date