Five Sandoval Indian Pueblos, Inc.
Position Classification and Description

FIVE SANDOVAL INDIAN PUEBLOS, INC.

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

Mission
Five Sandoval Indian Pueblo, Inc. Early Learning Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary
Teacher Assistants for Head Start programs assist Lead Teachers in planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support 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, with support from the Teacher.

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.*

- 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.
- Continually monitor classroom to assure safe and sanitary conditions.

Assess Children:

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

Curriculum Preparation:

- Research, plan, and develop age appropriate activities for lesson plans in conjunction with the Lead 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, and DECA screenings, according to specified timelines.

Supervision:

- Support volunteers, teacher aides, and foster grandparents with the learning of classroom requirements
- Under direction of Lead Teacher, delegate duties as necessary, and give constant feedback to facilitate professional growth.

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 In-Services.
- Engage in 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 are safe and functional.

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.

Essential Responsibilities:

- Follow all rules, regulations and responsibilities set forth by the New Mexico Department of
- Education-Pupil Transportation. *see New Mexico Pupil Transportation Manual
- Develop and maintain regular, functional bus routes. Ensure that there is an updated route in
- the bus and at the center at all times
- Ensure that all child restraints are properly installed in bus and that the proper child safety seat
- is used for each child
- Perform pre-trip and post-trip bus inspections before and after each route with assistance from
- Bus Monitor
- Ensure that bus is attended at all times by driver, staff, or parent when children are present
- Demonstrate positive guidance techniques with children
- Report all accidents and mechanical problems and all incidents to Head Start Director.
- When maintenance is required you must have prior approval from Head Start Director
- Maintain assigned bus by keeping it clean, fueled, and equipped for emergencies
- Ensure each child riding the bus has a Bus Policy, Emergency Card and Parent release form on the bus at all times
- Communicate with Child and Family Services Coordinator after each route
- regarding any issues or concerns that arise regarding a child
- Maintain a variety of records and reports and submit monthly to supervisor
- Conduct an evacuation drill for each class monthly
- Ensure that every attempt is made to pick up children and that an authorized person is present
- when children are delivered home or to child care provider
- Be responsible for a cellular phone and fuel card
- Apply safe practices in the performance of duties
- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace
- Ability to keep accurate records
- Ensure agency equipment and property are maintained, secured, and used in a safe and respectful manner.

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 Agency policy/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.

Required Qualifications

Minimum

- Must possess a CDA (Child Development Associate) credential or comparable credential.
- Enrolled in a program that would lead to an associate or baccalaureate degree, are enrolled in a CDA credential program to be completed within two years of time of hire.
- At least 18years of age.
- High School Diploma or GED
- Demonstrates good oral and written language skills.
- Ability to communicate in cross-cultural situations.
- Personal computer and word processing skills.

PREFERRED QUALIFICATIONS:

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

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;

- Ability to work with the Teacher Aide to plan, organize and implement position responsibilities effectively, providing input;
- 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; and
- 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.

Signature Page

_____ _____
Head Start Director/Administrator Signature Date

_____ _____
Human Resources Signature Date

_____ _____
Executive Director Signature Date

_____ _____
Policy Council Chair Signature Date

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.
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