

## SENCA HEAD START JOB DESCRIPTION

**POSITION:** TEACHER AIDE  
**DEPARTMENT:** HEAD START  
**REPORTS TO:** EARLY CHILDHOOD EDUCATION COORDINATOR  
**SUPERVISES:** VOLUNTEERS  
**CLASSIFICATION:** 36 to 40 HOURS PER WEEK  
**EMPLOYEE STATUS:** NON EXEMPT

**JOB SUMMARY:** Assists the Head Start Teacher(s) in implementing all activities and services for children and their families in a manner that is consistent with the Head Start Performance Standards and written plans and objectives.

### MAJOR DUTIES:

1. Assists teachers with weekly lesson planning and activities for children and their families. Prepares materials to be used in daily program.
2. Assists the teachers in inclusion and main streaming children affected by disabilities.
3. Assists in health, developmental, hearing, and vision screening and growth assessments.
4. Assists teacher in developing and implementing classroom environments that promote learning and personal growth.
5. Performs the duties of the bus monitor or van driver, in the absence of these positions, following all transportation rules and regulations, according to position descriptions.
6. Assists teacher in maintaining an appropriate healthy environment by performing routine cleaning tasks and assuring completion of such on a weekly or more frequent basis, including care and hygiene of areas containing classroom pets.
7. Assists teacher to promote learning by modeling and demonstrating appropriate behaviors including but not limited to: social interaction, table manners, classroom conduct, etc.
8. Assists children with personal needs including but not limited to: assistance in eating, using the rest room, personal hygiene, and first aid.
9. Performs any additional duties related to ongoing effectiveness of Head Start program as directed by supervisor.

## **MINIMUM QUALIFICATIONS:**

**License or Degree required:** Valid Driver's License and acceptable driving record is required prior to performing any driving responsibilities.

**Minimum Age:** 18 years of age\*

### **Education - Knowledge:**

High School Diploma or equivalent.\*

Must work toward and obtain a Child Development Associate (CDA) credential.

### **Experience:**

Previous experience working with preschool children is preferred.

### **Other Requirements:**

1. Be able to travel on agency business, and attend in and out of the area trainings, meetings and /or conferences as required.
2. Maintains confidentiality of information as required by SENCA personnel policies and/or state and federal regulations.
3. Must have the ability to empathize with program participants.
4. Maintains ones self at all times so as not to bring discredit upon themselves or the agency.

### **Skills and Abilities:**

Communicates effectively, comprehends, and understands communication.\*

Knowledge of computers, for word processing and other basic tasks.

Able to accept and learn new and improved education theories and techniques.

Able to interact effectively with co-workers, parents, volunteers, and others in the classroom.\*

Able to work with others using a team model and to follow basic teamwork principles.

\* Necessary at time of hire.

POSITION DESCRIPTION APPROVAL: HEAD START TEACHER AIDE

APPROVALS:

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Chairperson, Head Start Policy Council

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Agency Executive Director

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Agency Equal Opportunity Officer

I have read, understand, and received a copy of the above job description and agree to perform the duties contained herein and further agree to abide by all other sections of the above job description.

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Employee's Signature

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Date



