



**ANNOUNCEMENT OF
OPEN POSITION**

**POSTED INTERNALLY:
APRIL 1, 2014**

POSTION:

UPK TEACHER ASSISTANT

RESPONSIBLE TO:

SITE SUPERVISOR

LOCATION:

SUMNER HEAD START

PAY GRADE:

4 /Non-Exempt

NUMBER OF PROGRAM WEEKS:

45 WEEKS

QUALIFICATIONS:

A two- or four-year degree in Early Childhood Education (or in a related field with at least 12 completed credit hours in Early Childhood Education), plus at least three months of experience working with preschool-aged children in a professional or practicum setting;

Also requires:

- Solid interpersonal and communication skills with adults and young children
- Ability to work in a team environment
- Ability to occasionally lift and/or move up to 50 pounds
- Basic computer skills
- Access to reliable transportation

SUMMARY: Assist Teacher in promoting the social, emotional, physical and cognitive development of Head Start children. Provide and maintain a safe environment for children and ensure that children are appropriately supervised at all times.

RESPONSIBILITIES:

1. ***Ensure that all children assigned to class are supervised at all times. Perform regular counts of children assigned to ensure that all children are accounted for.***
2. Assist in establishing and maintaining a safe, healthy, learning environment.
 - A. Assist in providing a safe environment to prevent and reduce injuries.
 - B. Assist in promoting good health and nutrition, and provide an environment that contributes to the prevention of illness.
 - C. Use space, materials and routines as resources for developing an interesting, secure, and enjoyable environment that encourages play, exploration, and learning.
3. Assist in advancing physical and intellectual competence.
 - A. Assist in providing a variety of equipment, activities and opportunities to promote the physical development of children.
 - B. Assist in providing activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children.
 - C. Actively communicate with children, and provide opportunities and support for children to understand, acquire, and use verbal and nonverbal means of communicating thoughts and feelings.
 - D. Assist in providing opportunities that stimulate children to play with sound, rhythm, language, materials, space and ideas in individual ways and to express their creative abilities.

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4. Assist in supporting social and emotional development and providing positive guidance.
 - A. Assist in providing physical and emotional security for each child and help each child to know, accept, and take pride in him- or her-self, and to develop a sense of independence.
 - B. Assist in helping each child feel accepted in the group, help children learn to communicate and get along with others, and encourage feelings of empathy and mutual respect among children and adults.
 - C. Assist in providing a supportive environment in which children can begin to learn and practice appropriate and acceptable behaviors as individuals and as a group.
 - D. Assist in supporting each child's culture within the classroom.
5. Assist in establishing positive and productive relationships with families.
 - A. Assist in maintaining an open, friendly, and cooperative relationship with each child's family, encourage their involvement in the program, and support the child's relationship with his or her family, through parent-teacher conferences and volunteering at the site/classroom.
 - B. Serve as a role model for Head Start parents and foster appropriate parent-child interactions in the classroom and in the home.
 - C. Assist in extending classroom learning into the home through two educational home visits per year to assigned Head Start enrolled families, and through school-to-home activities that support the implementation of the Outcomes Framework.
 - D. Assist in providing parents with the knowledge of the Outcomes Framework through parent-teacher conferences, home visits and parent committee meetings.
6. Assist in ensuring a well-run, purposeful program, responsive to participant needs.
 - A. Assist in managing the classroom using available resources to ensure an effective operation. This includes skills in organization, planning, record keeping, communications, and teamwork.
 - B. Assist in Collaboration with others and assist in organizing and implementing the program's curriculum, Outcomes Framework, and Head Start Performance Standards.
 - C. Communicate and cooperate with other staff members to ensure that each child receives the full benefit of the Head Start experience.
 - D. Work as a member of the Head Start team to ensure that program requirements of all Head Start functional areas are being carried out.
7. Assist in collaborating with others and be responsible for planning, record keeping and observations and individualizations.
 - A. Collaborate in the development of lesson plans on a weekly basis that consists of designed activities to meet the needs of all children.
 - B. Assist in developing lesson plans that reflect activities that foster the eight domains of the Outcomes Framework.
 - C. Assist in making changes to lesson plans prior to implementation if necessary.
 - D. Implement individualizations on a daily basis through large- and small-group instruction.
 - E. Complete child assessments in a timely manner, three times per year.
 - F. Conduct individual child observations on a regular basis.

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8. Maintain a commitment to professionalism in relation to verbal and non-verbal communication, teamwork, interactions with children, staff and parents.
9. Participate in workshops and training sessions to further knowledge and experiences in The Head Start Performance Standards and Head Start Functional Areas.
10. Maintain confidentiality of all family and child records and all matters relating to families.
11. Document and coordinate to maintain Non-Federal Share (in-kind) records for classroom and site to include volunteer hours for parents.
12. Perform other duties as they relate to the Head Start Performance Standards and the team-approach of the Head Start philosophy.
13. Report incidences of child abuse and neglect as a mandated reporter.
14. Adhere to relevant health and safety policies and procedures.

EQUAL OPPORTUNITY EMPLOYER