

ASSISTANT TEACHER

Housing & Human Services | Head Start



SUMMARY

Work with the teacher to implement the Head Start Education Plan. Assist with creating and carrying out lesson plans and Individual Program Plans. Assist with planning and maintaining room arrangements. Provide children with a positive learning environment to help them develop socially, intellectually, physically, and emotionally.

JOB OVERVIEW

Starting Pay

\$12.02 - \$15.43 per hour

Schedule

Monday - Friday

Must be able to attend out-of-town workshops on weekends.

Shift

8 a.m. - 4 p.m.

LOCATION

Head Start

REPORTS TO

Teacher

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Eat all classroom meals with enrolled children

EMERGENCY EVENTS

Not required to work during emergency events.



Questions? No problem! Email us at employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Work with assistant teacher to make and carry out written daily/weekly lesson plans and individual program plans for all children.
2. Provide developmentally appropriate education experiences in all areas required in Head Start Performance Standards and Program Plans.
3. Assist supervisor to plan, maintain, and change room arrangement for maximum utilization according to themes in lesson plans.
4. Assist teacher in ensuring all anecdotal notes on all children are completed on each child enrolled in the classroom.
5. Help supervise all activities and complete and document a minimum of two home visits per child per school year to ensure the health and safety of all children at all times.
6. Assist with development of good nutritional habits and personal hygiene and complete evaluations, assessments, and screenings required by supervisor or the Office of Head Start.
7. Develop and monitor Family Partnership Agreement with half of parent/guardians assigned and encourage parent participation in the classroom.
8. Work in conjunction with the social services specialist and teacher to assist parents/guardians to obtain the goals outlined in the Family Partnership agreements.
9. Assist with the use, care, storage and sanitization of equipment; ensure that the classroom is cleaned and sanitized daily and all inventory is accounted for.
10. Stay updated on all program rules and licensing regulations and assist with maintaining necessary documentation.
11. Report any facility concerns and repair needs to supervisor.
12. Offer input to education specialist during annual budget preparation.
13. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Sign/adhere to TPCG/Head Start Standards of Conduct while employed.
2. Ability to communicate effectively orally and in writing.
3. Ability to remain professional in stressful situations.
4. Knowledgeable about appropriate early childhood education practices.
5. Ability to operate general office equipment (computer, copy machine, fax machine, laminating machine, and telephone).
6. Ability to attend in-service and pre-service training sessions to fulfill licensing requirements; attend related meetings and workshops.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school graduate or GED equivalent. A Child Development Associate Credential is preferred, and employee must obtain CDA within two years of hire date and enroll in a degree program that leads to at least an associate's degree in early childhood education or a similar field.
2. Formal experience with preschool children preferred.
3. Possess and maintain a valid Louisiana driver's license.