

We eliminate poverty by empowering families and engaging communities



Lakes & Prairies Community Action Partnership, Inc.

Employee Name	Program	
	Head Start	
Job Title	Job Classification Code	FTE
Teacher Assistant	09	1
Originally Prepared By	Date Prepared	FLSA Status
Kristin Phillips, Head Start Director Kim Trautman, Human Resource Director	02/2019	Non-exempt
Reports To	Approved By	
Designated Manager	Policy Council Date	
Employee's Signature	Date	
Supervisor's Signature	Date	

JOB FUNCTION:

To assist in planning and implementing learning experiences that advances the cognitive, physical, social and emotional development of children. Aid in encouraging the engagement of the families in Head Start.

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AGENCY EXPECTATIONS:

- 1) Embrace, advocate, and carry out the mission, vision and core values of the Agency and adhere to all Agency Policies and Procedures
- 2) Familiarize and work toward the achievement of Agency-wide strategic goals, strategies and measures
- 3) Acts as a role model within, as well as outside the Agency
- 4) Provide friendly, responsive service to the public, community organizations and to those we serve
- 5) With a respectful and positive attitude, work with low income individuals and families with diverse backgrounds
- 6) Support, develop and maintain productive relationships required to carry out job activities
- 7) Demonstrate flexible and efficient time management
- 8) Maintain the security and confidentiality of all records and interpersonal interactions
- 9) Work effectively and cooperatively with community partners and co-workers
- 10) Participate in and/or lead Agency committees

HEAD START PROGRAM REQUIREMENTS:

- Physical exam within 30 days, 3-year renewal
- Mantoux Screening
- First Aid within first 60 days of initial employment, 2-year renewal
- CPR certification within first 60 days of initial employment, 2-year renewal
- Hepatitis B or documentation of refusal
- CARS training, 5-year renewal
- DHS Criminal Background check
- Informed Consent for Driving Record
- Appropriate licensure/transcripts or certification/credentials on file; enrolled in the appropriate program
- Personal transportation to assure completion of job duties
- Flexibility with schedule to meet program/family needs
- Complete performance standard training modules and abide by all appropriate program policies and Head Start Performance Standards

REPORTING TO THIS POSITION ARE: None

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ESSENTIAL FUNCTIONS:

1) Prevention and Early Intervention

- a) Supervise and monitor children at all
- b) Follow all health/safety policies and licensing
- c) Assist in maintaining classroom documentation
- d) In the absence of the Teacher/Family Support responsible for classroom management e.g., transportation arrangements, child medication, special diets, meal counts and supervision of all adults and children
- e) Meet the individual needs of each child

2) Curriculum and Assessment

- a) Assist in implementation of lesson plans
 - i) Assist in collecting on-going anecdotal notes
 - ii) Participate in classroom meetings offering ideas and suggestions

3) Family and Community Partnerships

- a) Maintain a positive classroom climate that is welcoming to parents and community members
- b) Assist with parent center committee meetings and other parent engagement
- c) Assist with outreach and recruitment as directed

4) Agency and Division Support

- a) Compile and submit required reports, plans and data to appropriate Supervisor
- b) Assist with other program projects as requested by Supervisor
- c) Attend and participate in agency, community and state meetings important to effective Agency operations
- d) Assist with the orientation/ training of new staff
- e) Seek out additional training to enhance personal development
- f)

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QUALIFICATIONS:

Minimum

- High School Diploma or GED
- Valid Driver's License
- Willing to attain Child Development Associate (CDA) credential within 18 months of initial employment date

Preferred

- Child Development Associate (CDA) credential
- Educational Coursework in Early Childhood Education leading to an associate degree
- Past Head Start experience as a parent or volunteer preferred

AMERICANS WITH DISABILITY SPECIFICATIONS:

- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
 - The employee must occasionally lift and/or move up to 50 pounds.
 - Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **WORK ENVIRONMENT:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.