

# Branch ISD

## Job Description



**Job title:** Teacher Assistant

**Work Location:** Varies

**Classification:** Teacher Assistant, MEA

**Reports to:** Center Manager

☒ **Full Time**

☐ **Part Time**

☐ **Substitute**

☐ **Temporary**

☐ **Exempt**

☒ **Nonexempt**

**Schedule:**

8.5 Hours M-Th, 6 Hours F

### Position Description:

1. Assist the classroom teacher in providing each Head Start/GSRP child with a learning environment and communication with the family to help the child develop socially, intellectually, physically, and emotionally. Assist the teacher in involving parents in classroom activities. Support children in their learning environment and varied experiences, based upon their developmental level. Maintain compliance with requirements and standards, including required documentation,
2. The employee fulfilling this job is accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail, and timely completion of work. Expectations include: a pleasant and professional demeanor, a positive attitude and a willing spirit. The employee must also be willing to engage in professional development efforts as available to the position and requested by the supervisor.

### Requirements:

1. Education and/or certification for a Head Start classroom:
  - a. High School Diploma or equivalent.
  - b. Obtain a Child Development Associate credential (CDA) within two years of hire and to keep certification current throughout the length of employment.
2. Education and/or certification for a GSRP classroom:
  - a. High School Diploma or equivalent.
  - b. CDA or higher in a related field.
3. Experience:
  - a. 2 years of successful Head Start experience as a parent or staff or one year paid staff or volunteer in a classroom with three to five year olds.
4. Other:
  - a. Have and maintain a valid driver's license, safe driving record and safe, dependable and insured transportation.
  - b. Provide criminal background check by digital fingerprinting.
  - c. Adequate physical health and to successfully pass a physical exam within thirty (30) days of hire and thereafter, every (3) years, including TB screening.

### Essential Functions:

1. Mental:
  - a. Ability to communicate/relate in writing and verbally.
  - b. Ability to demonstrate necessary organizational skills in directing classroom and other personnel.
  - c. Ability to complete necessary forms for evaluation and instruction.
2. Physical:
  - a. Ability to bend, stoop, squat and kneel, and lift children in and out of a wheelchair.
  - b. Ability to lift 30 lb. children having low tone.
  - c. Ability to lift 40 lb. children having normal tone.
  - d. Assist in toileting children.
  - e. Ability in helping children on and off the bus.
  - f. Physically interact with children on the playground and inside the classroom in an appropriate and safe manner.
  - g. Ability to utilize office and classroom equipment such as the telephone, computer, printer, copiers, and other related equipment.

### Policy requirements:

1. Adhere to all Master Agreements, district, and/or building policies regarding:
  - a. Attendance
  - b. District procedures
  - c. Student Discipline
  - d. Safety
  - e. Obtaining parental permission
  - f. Personal appearance

2. Attend all required meetings and submit required reports on time.
3. Assist teacher in maintaining child records, lesson plans, and inventory of equipment and materials according to identified system.
4. Follow administrative directives, verbal and/or written.
5. Safely supervise students during contact hours.
6. Maintain confidentiality.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment.

**Job Performance:**

1. Communication and interpersonal relationship skills expected:
  - a. Communicate clearly and accurately when writing/speaking.
  - b. Communicate child and family concerns to appropriate:
    - i. Center Manager
    - ii. Other school personnel
    - iii. External personnel
2. Management and organization skills expected:
  - a. Know whereabouts of children at all times.
  - b. Complete assignments accurately, on time, and without constant supervision.
  - c. Use a written lesson plan and operate an organized program according to the identified system.
  - d. Maintain an environment that is conducive to learning by creating a balanced rapport among staff.
  - e. Assist teacher in establishing an organized system to manage required child assessment, documentation, and reporting of child outcomes.
3. Application of job knowledge expected:
  - a. Gather all information and make sound decisions in solving problems.
  - b. Demonstrate skill in assisting students to meet objectives and in utilizing educational equipment, materials, and resources.
  - c. Provide positive reinforcement to students.
  - d. Meet specific performance objectives developed jointly with immediate supervisor.
  - e. Work in a team approach with other teachers, teacher assistants, and specialists to achieve educational goals.
  - f. Update instruction, program objectives, courses, curriculum, and instructional materials according to identified system.
4. Professional Expectations:
  - a. The ability to maintain strict confidentiality.
  - b. Highly developed communication skills with parents; an ability to relate honestly and effectively with others both in and out of target community.
  - c. A sincere commitment to the concepts of self-help and genuine appreciation of the people with whom Head Start/GSRP works.
  - d. A willingness to serve beyond the confines of a regular work week.
  - e. High energy and willingness to work at any site with any staff.
  - f. The ability to devise innovative approaches to classroom related challenges.
  - g. The ability to work openly and cooperatively with supervisors and subordinates in a team effort approach.
  - h. Ability to lift a 3, 4, or 5-year-old child repeatedly throughout the day.
  - i. Willingness to support the teacher while he/she performs the Health Care.

**Duties:**

1. Communication and Interpersonal Relationship Skills:
  - a. Maintain positive and ongoing communication with specialists, including Education, Disability, Nurse and Center Manager.
  - b. Communicate with the teacher any changes in classroom activities, child's status, work schedule, supply and equipment needs or any issues or concerns.
  - c. Attend all required meetings, conferences, and trainings.
2. Developmentally appropriate classroom environment:
  - a. Work as part of the Center Team to provide a high quality comprehensive program for each child.
  - b. Assist in planning of daily classroom activities and the guidance of the students.
  - c. Use lesson plans and other documentation as reference when working with children.
  - d. Support a classroom learning environment that provides a rich array of learning opportunities based upon the developmental level of the children, diminishes negative behaviors, and is clean, safe, and attractive.
3. Classroom Functions:
  - a. Substitute in the teacher's position when the teacher is absent.
  - b. Assist with the daily arrival and departure of children with the parent, assist children with taking off and putting on outerwear.
  - c. Assist in preparation of weekly folders to go home as directed.

- d. Assist in the supervision of volunteers in the classroom.
- e. Assist in keeping the classroom orderly and attractive.
- f. Assist in setting up the classroom each day.
- 4. Supports Family Engagement:
  - a. Participate in Child and Family Concerns and other meetings regarding special concerns about specific children or families, and to assist in developing plans to meet those needs.
  - b. Attend behavior management meetings as requested; implement behavioral intervention strategies as determined at behavior meetings.
- 5. Communication with parents:
  - a. Assist with parent involvement efforts and activities and encourage family participation in the program.
  - b. Greet parents and facilitate ongoing communication between the family, teacher, and Center Manager.
- 6. Participates and supports food service activities:
  - a. Assist with duties related to food and nutrition services, including preparation of the breakfast or snack, taking attendance and meal count, and making menu changes as needed.
- 7. Understands and follows all regulations, requirements, standards, attends required meetings:
  - a. Be familiar with all laws, guidelines and regulations of Michigan Child Care Licensing and assure they are implemented,
  - b. Attend all required meetings, conferences, and trainings.
  - c. Begin college classes leading to CDA credentials no sooner than six months and no later than two years following date of employment and completed within two years of beginning the classes.
  - d. Participate in annual Self-Assessment process and tri-annual federal review. (Head Start Teacher Assistants).
- 8. Assist with other duties as defined and/or requested by the Education Specialist and Center Manager when additional work is necessary to fulfill the obligations of Branch ISD Early Education Services.

**Employee Name:**

**Employee Signature:**

**Date:**

*The statements contained in this job description are intended to describe the general nature of the requirements and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all specifications and job duties of personnel so classified. This job description does not constitute a contract for employment.*

**Date Created:** May 2022

**Revisions:**