

**CAROLINA COMMUNITY ACTION, INC.
POSITION DESCRIPTION**

POSITION TITLE: TEACHER AIDE

FLSA STATUS: Non-Exempt
COMPONENT: Head Start
REPORTS TO: Center Director

POSITION GRADE: 2
LOCATION:

PREPARED BY: The JESCLON Group, Inc.
REVISED BY: Human Resources Manager

DATE: July 1, 2009
DATE: June 13, 2018

SUMMARY

Assist Center Director and Teacher in performing all aspects of classroom supervision/instruction by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary

1. Assist Teacher to arrange and maintain a safe, clean, and attractive classroom environment.
2. Assist Teacher to supervise and take part in daily classroom activities.
3. Assist in implementation of lesson plan.
4. Participate in Teacher directed activities.
5. Assist Teacher in securing volunteer services.
6. Other duties deemed necessary by the Teacher and/or Center Director.
7. Follow established bus routes to pick up and return Head Start children.
8. Upholds all rules and regulations as found in Us on a Bus.
9. Assist with necessary documentation of children and parent activities.
10. Fill in for Teacher in her/his absence.
11. Complete monthly time records.
12. Carry out other duties as assigned.

PERFORMANCE STANDARDS

Education and Early Childhood Development

Ensure that the education environment is developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interest, temperaments, cultural backgrounds, and learning styles.

Ensure that the education environment supports the development of all children's social and emotional development, cognitive, language skills, and physical skills.

Implement a curriculum that recognizes the need for individualized activities, integrates the educational aspects of all program areas, helps to develop children's facility in social relationships, enhances each child's understanding of self, and provides for the development of cognitive skills.

Involve parents in the development of the program's curriculum and approach to child development and education, and to participate in staff-parent conferences and home visits. To encourage parents to observe and participate in their children's learning experiences in the Head Start program.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or two to four years' child development or related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER QUALIFICATIONS

Incumbent must demonstrate good verbal and written communication skills, and the ability to work effectively with low-income families. Employee must pass an annual physical, TB screening, and submit to random drug screenings.

OTHER SKILLS AND ABILITIES

Incumbent must demonstrate a working knowledge of a copier, calculator, fax, and phone. Employee must be able to drive an automobile.

CERTIFICATES, LICENSES, REGISTRATIONS

Incumbent must have CPR and First Aid certification, and possess a valid drivers' license.

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 regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SPECIFICATION

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.