

Wayne County Action Program, Inc.

Job Description

Job Title: Teacher Assistant

FLSA Status: Non-Exempt

Department: Head Start

Reports To: Education Assistant

Summary:

The Head Start Teacher Assistant performs specific tasks in support of the Teacher to ensure the daily provision of developmentally appropriate programming according to federal, state and local regulations including agency policies and procedures.

Essential Duties and Responsibilities:

Instruction and early childhood development

- Establish positive relationships with children and other staff in his/her assigned classroom.
- Carry out the responsibilities of the teacher in his/her absence. Reports to Education Specialist in the absence of the teacher.
- Demonstrate a genuine interest in children's responses and needs through constant communication, positive and alert supervision, and prompt, caring assistance to enrolled children.
- Extend children's language by asking open ended questions, repetition and extension of children's language, asking questions to help children make connections to their real world or past learning, and encouraging conversation.
- Use self talk and parallel talk.
- In conjunction with the teacher, plan and implement in-person and/or virtual learning experiences that ensure effective curriculum implementation across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.(virtual learning will take place when state or federal regulations prohibit in-person learning)
- Implement in-person and/or virtual curriculum that includes whole child development: language, cognitive, social, emotional, and active physical development through developmentally appropriate learning experiences.
- Demonstrate effective use of assessment that promotes children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate.

- Manage classroom behavior appropriately and respectfully, remaining sensitive to individual child needs.
- Appropriately supervise and interact with children during indoor and outdoor activities.
- Maintain the “family style” meal model to eat with the children daily, serving as a role model in trying new foods, using good manners and beginning conversational skills. Encourages children to serve themselves and pass platters. Assists children with clean-up after meals. Cleans up any food on floor.

Planning and Organization

- Assist teacher in planning all classroom and outdoor activities.
- Help prepare and arrange materials for children in collaboration with the Teacher.
- Assist teacher in maintaining a safe, clean and attractive environment.
- Assist in making the theme evident by creating bulletin boards or providing props or making games for learning areas.
- Demonstrates consistent attendance and makes substitute arrangements in the event that personal attendance is not possible. Give advance notice, whenever possible, for planned time off.

Program Compliance and Reporting

- Follows Head Start Standards, Policies and Procedures, and State Licensing Regulations.
- Maintains the highest level of confidentiality with regard to information concerning children, families or program data.
- Assists teacher with completion and maintenance of required paperwork.
- In collaboration with the teacher, report children’s health concerns or injuries through documentation, required forms and procedures.
- Assist teacher in monitoring children’s daily attendance.
- Staff are required to input home visits, attendance, case notes, parent conferences into COPA. Staff will be oriented upon hire and continuous training on COPA will continue throughout each program year.
- Administer first aid as needed.
- Use careful and alert supervision. Be aware of the number of children in your care at all times. Children should be visible to you at all times.
- Be aware of any child allergies, health care plans, special diet plans.

- Participate in monthly safety drills and be familiar with procedures and routes.
- Protect and support the needs of Head Start children and families by becoming aware of the physical and behavioral signs of child abuse, neglect, and maltreatment, reporting all suspected cases of child abuse, neglect and maltreatment, become familiar with Head Start's procedures for reporting suspected cases of abuse, neglect, and maltreatment.
- Maintains, submits and files appropriate paperwork in a timely manner.
- Demonstrates consistent attendance taking care to fulfill proper classroom ratio responsibilities at all times. Call in 1 hour in advance if not reporting for work. Utilize the substitute list and attempt to get own sub.
- Follow WCAP dress code.

Collaboration and Parent Inclusion

- Assist the teacher with the completion of home visits and parent/teacher conferences as needed.
- Foster positive parent communication, including assisting the Teacher in writing weekly newsletters.
- Promote family literacy and embrace the role of the parent as the primary educator of the child. Support parent involvement in all aspects of the Head Start program.
- Participate in recruiting families and children to the program.
- Demonstrate cohesive and effective communication skills, striving to work with others in a team approach.
- Promote the program and the agency in a positive and professional manner.
- Assist in the recruitment process that ensures enrollment of eligible children including children with special needs.
- Attends training sessions and meetings as required by the Agency.
- Attends mandatory site support meetings.
- Strives to work with others in a team approach.
- Serve as a bus aide.
- Other duties as reasonably assigned.

Safety Responsibilities:

- Obey all safety rules, government regulations, signs, markings and instruction
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings

- Report any unsafe hazardous conditions to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees
- Report all workplace accidents, incidents immediately to your supervisor
- Practice good housekeeping by picking up tools, materials and putting them into their proper places
- Compliance with safety and health rules and regulations is a condition of employment

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.
- Meet Day Care Licensing Medical standards as proven by submittal of Medical Statement forms at time of hiring.
- Obtain clear fingerprinting and State Central Registry Clearance as per NYS Daycare Regulations at the time of hire and every 5 years thereafter according to HS Performance standards.
- Must show proof and submit COVID-19 vaccination card and/or approved exemption.

Education/Experience:

- High school diploma or general education degree (GED). Must have Associates Degree with at least 18 credits in early childhood or related coursework. OR a CDA in the age range you are assigned to OR complete CDA within 2 years of the time of hire.

Language Ability:

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

Math Ability:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Must have working knowledge of basic computer applications such as Microsoft Office, social media platforms, and Zoom.

Certificates and Licenses:

- Valid Driver's License.

Supervisory Responsibilities:

- This job has no employee supervisory responsibilities. A Teacher Assistant is responsible for the supervision of the children assigned to the classroom.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually quiet.
- **Medicaid fraud and abuse effects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG's recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.**

Wayne County Action Program employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG's fraud hotline. Tips can be completely anonymous – and OMIG investigates all reported information.

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.
- The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms.

Employer's Disclaimer

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**
- **This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship**