

# Finger Lakes Community Action

## Job Description

**Job Title:** HS Teacher Aide

**FLSA Status:** Non-Exempt

**Department:** Head Start/Early Head Start

**Reports To:** Education Specialist

### Summary:

The Head Start Teacher Aide assists the early childhood staff in the daily provision of developmentally appropriate programming according to federal, state and local regulations including agency policies and procedures.

### Essential Duties and Responsibilities:

#### *Service Provision*

- Establish positive relationships with children and other staff in his/her assigned classroom.
- Demonstrate a genuine interest in children's responses and needs through constant communication, positive supervision and prompt, caring assistance to enrolled children.
- Help carry out daily program by assisting Teacher and Teacher Assistant as needed, including interactive supervision of children during indoor and outdoor activities.
- Assist the teacher to implement 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.
- Assist the teacher with the 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.
- Help teacher and teacher assistant guide children in achieving individual goals and assess children's individual strengths and needs with anecdotal notes.
- 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.
- Eat with the children family style and serves as a role model in trying new foods, using good manners, and beginning conversation skills. Encourage/assist children to serve themselves and pass platters in a family-style setting.
- Assist children with clean-up after meals. Cleans up any food on floor.

### *Planning and Organization*

- Assist in maintaining a safe and clean environment at all times.
- Give advance notice, whenever possible, for planned time off.

### *Program Compliance and Reporting*

- Follow Head Start Standards, Policies and Procedures, and OCFS Regulations.
- Demonstrate punctuality and good attendance; taking care to fulfill proper classroom ratio responsibilities at all times. Call in 1 hour in advance if not reporting for work. Give advance notice, whenever possible, for planned time off. Utilize the substitute list and attempt to get own sub.
- Follow FLCA dress code.
- 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.
- Maintain the highest level of confidentiality with regard to information concerning children, families or program data.
- Report any health concerns or injuries to teacher
- Administers 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.
- Participate in monthly safety drills and be familiar with procedures and routes.
- Assists teacher in monitoring children's attendance.
- Completes forms, such as incident reports as required.

### *Collaboration and Parent Inclusion*

- Promote the program and the agency in a positive and professional manner.
- Foster positive parent communication.
- 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.
- Attends all trainings and meetings as directed by the agency.
- Understands and follows Head Start and FLCA policies and procedures as well as NYS Daycare Regulations.

- Demonstrates effective communication skills, striving to work with others in a team approach.
- Serve as a bus aide, as needed.
- Other duties as 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
- 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.
- Obtain clear fingerprinting and State Central Registry Clearance as per NYS Daycare Regulations at the time of hire and every 5 years thereafter.
- Meet OCFS medical standards at the time of hire.

**Education/Experience:**

- High school diploma or GED equivalent; experience in education, or a related field preferred. 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 a CDA credential within two 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 and correspondence. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, or essays for CDA portfolio. Ability to speak effectively before groups of customers or employees of organizations.

**Math Ability:**

- Ability to add, subtract, multiply, and divide using whole numbers, fractions and decimals

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems. Ability to use word processor and spreadsheets.

**Computer Skills:**

- Working knowledge of basic computer applications such as Microsoft Office is preferred.

**Certificates and Licenses:**

- Valid Driver's License.

**Supervisory Responsibilities:**

- Capable of supervising a group of children independently for brief periods following established directions and developmentally appropriate strategies.

**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.

**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.

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.

Finger Lakes Community Action 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.

***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.**