



## Tri-County Community *Action Partnership* Position Description

<b>Position Title:</b> Early Head Start Assistant Teacher (CDA)	
<b>Department:</b> Early Head Start	<b>Status:</b> Full-time/Non-Exempt
<b>Pay Grade:</b> Grade 4/Union	<b>Location:</b> Various
<b>Position Reports to:</b> Lead Teacher	

### **Mission Statement**

"TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity."

### **Summary**

The Teacher's Assistant (CDA) assists the teachers in planning and implementing activities in preparing students to be school ready and to meet Early Head Start program component goals for families.

### **Primary Duties** - *All TCCAP staff are required to actively recruit families for agency programs.*

- Ensure the safety of all children and prevent children from being left unsupervised by using Active Supervision.
- Utilize Active Supervision strategies to ensure the safety of all children.
- Assist teacher to provide a safe, nurturing, and responsive learning environment for all students and to meet Early Head Start program component goals.
- Plan with and assist the teachers in preparing materials and supplies in advance for activities.
- Share in the development and implementation of written lesson plans.
- Assist the teacher in maintaining discipline and supervision of children always according to established guidelines.
- Observes children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem or other special needs and immediately reports observations to the teacher for follow up.
- Lead selected learning activities as designated.
- Provide services to parents to support their role as parents including parenting skills and child development education as well as services to help families move toward self-sufficiency
- Promote positive parent/child interactions with the understanding that the parent is the child's primary teacher and also promote involving fathers in the lives of their children.
- Help with snack and meal times including serving, assisting kids with eating, cleaning up, etc.
- Assist the teachers with creating and maintaining a variety of reports and documents.
- Complete daily and monthly paperwork including attendance, health checklist, and daily reports
- Record ongoing observations of each child's development.
- Assist with creating newsletters and calendars.
- Assist with family activities (i.e. parent meetings and field trips) including planning food, organizing activities, and providing child care.
- Provide custodial care for children
- Daily and Weekly cleaning and rotating of classroom supplies, toys, and other activities for children

### **Qualifications**

- High school graduate or equivalent required.
- One or more years' experience in an infant/toddler center based setting preferred.
- Center Based Infant/Toddler Child Development Associate credentials required.
- Must possess valid MN driver's license and proof of insurance.
- CPR/First Aid certified required.

## **Physical Requirements**

- This position includes heavy work, lifting to 75 pounds, with frequent lifting/carrying of objects weighing up to 50 pounds.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Sit for extended periods of time and perform work sitting in a classroom.
- Frequent kneeling, bending at waist and neck, and sitting on floor also frequent getting up and down from seat to assist children in classroom.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment uses, reviewing detailed reports, information, and fine print.

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

I have read and understand this description of my position.

---

Employee Signature

Date