



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

<b>Position Title:</b> Assistant Teacher (CDA)	
<b>Department:</b> Head Start	<b>Status:</b> Full-time Hourly/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 Assistant Teacher (CDA) assists the teacher in planning and implementing activities in preparing students to be school ready and to meet 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, learning environments for all students and to meet Head Start program component goals.
- Plan with and assist the teacher 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 per 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.
- Help with snack and mealtimes including serving, assisting kids with eating, cleaning up, etc.
- Ride the bus daily to help ensure the safety of children.
- Assist the teacher with creating and maintaining a variety of reports and documents.
- Complete daily and monthly paperwork including attendance, health checklist, parent transport lists and exclusion reports.
- Implement the work sampling assessment system. Record, assess and rate ongoing observations of each child’s development.
- Assist with creating newsletters, calendars, volunteer forms and menus.
- Assist with family activities (i.e. family fun night) including planning food, organizing activities, and providing child care.
- Perform miscellaneous projects and completes various tasks as requested by management.
- Participate in home visits and conferences as requested.

### **Qualifications**

- High school graduate or equivalent required.
- One or more years’ experience in preschool education preferred.
- Child Development Associate (CDA) credential; OR Associate’s Degree in Child Development or enrolled in an Associate’s or Bachelor’s degree program.
- Must possess valid MN driver’s license and proof of insurance.
- CPR/First Aid certified preferred.

## **Physical Requirements**

- 1) This position includes heavy work, lifting to 50 pounds, with frequent lifting/carrying of objects weighing up to 25 pounds.
- 2) 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.
- 3) Frequent kneeling, bending at waist and neck, and sitting on floor also frequent getting up and down from seat to assist children in classroom.
- 4) Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.
- 5) Ability to work occasional nights and weekends to support families, staff and community events

*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.

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Employee Signature

Date