Capital Area Community Services, Inc.

**Job Description**

**Title:** Teacher Assistant I and II  **Department:** Education

**Reports To:**  Program Supervisor **FLSA:** Non-Exempt

**Supervises:** N/A **Updated:** 01/19/2022

**Job Summary**

Assists the classroom teacher in planning and carrying out individualized education plans and classroom activities. Performs a variety of duties designed to support each child’s social, emotional, intellectual, language, and physical development in a manner appropriate to their age, stage of development, and based in sound practices. Assists in maintaining a safe nurturing environment. Maintains confidentiality and accurate records on each child’s progress.

**Qualifications**

**Education:**

High school diploma or the equivalent with child development coursework leading to a Child Development Associate (CDA) certification. CDA certification is required within two years of becoming employed as a Teacher Assistant.

Teacher Assistant (No CDA)

Teacher Assistant I (CDA)

Teacher Assistant II (Associate’s Degree)

**Experience:**

A minimum of one year of related and progressively more responsible experience in a childcare setting required.

**Position Duties/Responsibilities**

Manage the classroom by preparing and maintaining a warm and nurturing environment that is developmentally appropriate for the children in the classroom and engage in appropriate interactions with children.

Communicate regularly with supervisor regarding any changes in classroom activities, child’s status, work schedule, supply and equipment needs, or any issues or concerns.

Communicate with the Family Advocate on a regular basis related to full classroom enrollment and consistent attendance.

Work in a team environment with other teachers and support staff to achieve educational goals and to provide high quality comprehensive programming.

Assist in planning, supporting, and executing parent and family events or trainings such as Family Activity Nights, Family Fun Nights, etc. Assist with parent engagement efforts and activities and encourage family participation in the program.

**Duties/Responsibilities of all Head Start Staff**

Follow all Head Start Performance Standards, Michigan Child Care Licensing Regulations, and all other federal, state, and local regulations.

Adhere to CACS Personnel Policies and Procedures and Mission Statement

Communicate clearly and accurately when writing and speaking. Maintain professional confidentiality.

Personal appearance must be neat and appropriate.

Share information with the administrative team, supervisor, and/or support staff regarding areas of success and/or concern.

Participate in meetings to provide input regarding special and to assist in developing plans to meet those needs.

Attend all required meetings, conferences, trainings, etc.

Participate in Program Quality Assurance and Self-Assessment efforts.

Work openly and cooperatively in a team effort approach. Work at any site with any staff. Contribute ideas and efforts towards common goals. Help build and maintain positive attitude, trust, and team spirit.

**Physical Requirements**

Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

Always interact with children in an appropriate and safe manner.

Follow universal safety precautions.

*The above describes the general nature and level of work performed by a person in this position. It is not to be construed as an exhaustive list of all duties that may be performed by such person. Other duties may be assigned.*

*Must satisfactorily pass federal criminal history check with fingerprinting, physical exam and TB assessment, and drug screen at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures.*

*Capital Area Community Services, Inc. is an Equal Opportunity Employer. We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.*