

Missouri Valley Community Action Agency
EHSTeacher Assistant (Support Teacher)

Department: Child and Family Development
Reports To: Teacher
Supervises: N/A

Classification:Non-Exempt
Revision Date: March 12, 2015

Summary

The Teacher Assistant assists the Teacher in implementing and planning developmentally appropriate individual activities in a safe, healthy learning environment.

Build community capacity to ensure all individuals receive a quality education and learning opportunities to meet their full potential.

This position promotes and provides opportunities to staff to embody the agency mission which is "To Engage Communities and Focus Resources to End Poverty". Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Promote positive work environment
2. Maintain equipment and supplies used in classroom and on playground during group sessions
3. Assist in the development and implementation of study themes and lesson plans
4. Follow programmatic policies and procedures
5. Manage the classroom in the temporary absence of the teacher
6. Share information with appropriate staff concerning the enrolled children and their families
7. Maintain confidentiality
8. Have reliable attendance
9. Maintain appropriate programmatic documentation in each child-family file
10. Follow health, safety and sanitation guidelines
 - A. Maintain appropriate adult-child ratio
 - B. Participate in monthly fire and tornado drills
 - C. Maintain supervision of children at all times
 - D. Follow emergency, illness, and injury procedures
 - E. Model, practice and teach good hygiene
11. Help provide a learning environment which:
 - A. Supports and nurtures each child's social, emotional, and physical development
 - B. Includes a balance of active/quiet, small/large group, child initiated and teacher directed daily activities
 - C. Offers opportunities for one-on-one activities with children
 - D. Contains well-defined learning centers with developmentally appropriate materials
 - E. Promotes early language and literacy
 - F. Encourages self-control through the use of positive guidance and appropriate

limits

12. Observe and document child's progress and maintain appropriate records
 - a. Developmental Continuum
 - b. Anecdotal records
 - c. Portfolio of child's work
 - d. Individual activities on lesson plans
13. Demonstrate interest in furthering formal education
14. Identify own professional growth needs and develop a plan to achieve them
15. Stay current in knowledge of child development by participating in continuing education training opportunities
16. Maintain professional relationships

Supervisory Responsibility

Competencies

1. Understanding of MVCAA Head Start Programmatic Plan
2. Understanding of MVCAA Head Start Employee Handbook
3. Understanding of MVCAA Personnel Policies
4. Understanding of MO Department of Health Licensing Standards
5. Understanding of Head Start Performance Standards
6. Understanding of Program Code of Ethics
7. Ability to organize and manage time effectively
8. Ability to Establish and maintain professional relationships with enrolled families
9. Represent the Agency well to outsiders
10. Ability to follow oral and written instructions
11. General Computer skills.

Work Environment

MVCAA Licensed Child Care Head Start Facilities
Licensed Child Care Facilities

Physical Demands

1. Physically able to lift children birth to five years of age.
2. Physically able and willing to participate in all children's activities
3. Physically able to sit in child sized chairs or on the floor.
4. Physically able to keep up with children birth to five years of age.

Position Type and Expected Hours of Work

1. Entry level field staff position
2. Non-Exempt position work approximately 30 hours per week hours may vary
3. May require some over night stays for out of area training

Travel

1. Travel required in area for training.
2. Travel may be required out of area for training.
3. Use of personal vehicle may be required

4. Mileage reimbursed for work related travel
5. Travel expenses from an assigned duty station will be paid by the mile at the approved agency reimbursement rate.

Required Education and Experience

High School Diploma or GED
Child Development Associate Credential

Preferred Education and Experience

Additional Eligibility Qualifications

Negative results of initial and random drug testing
Acceptable results from the Family Care Safety Registry background screening
 Must have a physical exam within 30 days of employment
Must have a TB test annually
Must have a telephone
Must have a current Missouri Driver's License and access to a vehicle

Expectations

All employees will perform duties with a focus on safety and wellness
All employees will adhere to agency policies and code of ethics

Work Authorization/Security Clearance

Verification of identify and authorization for employment in the United States must be verified (Form I-9 completed)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Missouri Valley Community Action Agency (MVCAA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Signatures

This job description has been approved by:

Department Director _____

Human Resource Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____