

**Cen-Tex Family Services, Inc.**  
**Position Description – Teacher Assistant**

**Job Title:** Teacher Assistant  
**Department:** Head Start Program  
**Supervisor:** Center Director or Teacher, or Lead Teacher as applicable\*  
**FLSA Status:** Non-exempt  
**Job Classification:** Seasonal, Full Time  
**Grade/FTE/Range:** Grade 3, 77% FTE = \$14,512 - \$22,496  
Hourly rate = \$9.07 - \$14.06  
**Prepared Date:** Revised for 2/10 COLA

**SUMMARY**

The Teacher Assistant position is responsible for assisting the classroom Teacher\* with supervision and instruction of children in activities designed to promote social, physical and intellectual growth in accordance with Head Start Standards, TDFPS Minimum Standards, CACFP and Cen-Tex Family Services, Inc. policies and procedures.

**ESSENTIAL DUTIES**

Assist the classroom Teacher\* with the implementation of individual and group activities to stimulate growth in the areas of language development; literacy; mathematics; science; creative arts; social and emotional development; and physical development.

Participate in and assist during meal and snack time following family style meal services and guiding children in clean-up afterwards.

May prepare meals in the cook's absence as required to provide for uninterrupted food services.

Assist in maintaining a safe and secure learning environment for children both indoors and outdoors during all program hours, reporting any safety concerns to supervisor. Ensure that appropriate child-staff ratio is met while delivering services and that children are supervised at all times and that children are supervised at all times.

Assist with maintaining accurate records of daily attendance and meal counts.

Assist with recording observations, assessments and maintaining other required records on each child within established procedures.

Promote timely and sufficient communications with center's parents, including: their child's progress in the program; announcements; facility and agency activities; policies; enrollment procedures; and developmental/behavioral concerns. Assist with providing information to families, including information supporting the areas of family partnerships, nutrition, child health and community involvement.

Participate in, and provide support for, Center Parent Meetings and approved parent activities as required.

Participate as a cooperative team member with coworkers and supervisor in delivering services to children and families and supporting center operations.

Provide for the health and safety of the children in the center following, including adherence to procedures for hand-washing, dental hygiene practices, sanitation of toys, and toileting. Provide diapering as required. Disinfect work area surfaces as needed. Instruct children in self-help skills and personal hygiene.

Provide for the safekeeping of center files, supplies and equipment.

Participate in professional development to promote and comply with agency goals and objectives and the requirements of TDFPS and Head Start, and demonstrate application of acquired knowledge while performing duties of position.

Provide a positive image to coworkers and the community supportive of the agency's goals and objectives.

Work effectively with individuals of diverse educational, socio-economic and cultural backgrounds and those with disabilities and special needs. In working with others problem solving is required to identify issues and create action plans.

Continue professional growth by participating in classes, training programs, workshops/conferences, as needed and as allowed within the agency's budget.

Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.

Perform other related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

May supervise and direct a Substitute Teacher Assistant. Communicate related problems, concerns and training needs to Center Director.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age as required by the TDFPS Minimum Standards for Child-Care Centers. Must be at least 21 years of age to drive vehicle on agency business, and at least 25 years of age if required to transport children and families served by the agency, as required by agency automobile insurance.

Depending on agency resources, employees may be required to provide private transportation to complete assigned duties. Employees will be reimbursed for approved mileage following the guidelines as set forth in the agency Personnel Policies.

## **EDUCATION and EXPERIENCE**

**Preferred Requirements:** listed in order of preference

1. Associate's degree, baccalaureate, or advanced degree including at least 6 college courses early childhood education\* and/or child development\* and 6 college credit hours in business management\*.
2. Progress toward pursuit of college degree in early childhood education or child development, and Child Development Associate (CDA) or equivalent credential.
3. CDA or equivalent credential.
4. Eligible to possess CDA credential.

One or more years of experience teaching, or assistant teaching 3 or 4 year old children in a licensed child care center.

**Minimum Requirements:** High School Diploma or General Education Degree (GED); At least six months experience teaching, or assistant teaching 3 or 4 year old children in a licensed child care center.

## **LANGUAGE SKILLS**

**Preferred Requirements:** Bilingual in Spanish and English preferred.

**Minimum Requirements:**

Ability to communicate in the following methods in English:

Read and comprehend simple instructions, short correspondence, memos; Directions and safety precautions for cleaning product usage, and procedure manuals.

Write simple correspondence;

Effectively present and receive information in one-on-one and small group situations.

Use effective listening skills to establish rapport with children and families in a supportive and nurturing manner

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Child & Adult CPR and First Aid.

When driving on agency business, valid Class C Texas Driver's license, appropriate automobile liability insurance as established by the State of Texas, and an acceptable driving record as established by agency automobile insurance carrier.

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to noisy.

Daily exposure to cleaning chemicals will occur. May be exposed to bodily fluids.

May encounter a variety of conditions when conducting home visits. Employees must evaluate conditions presented for their safety and needs, and confer with supervisor when problems or concerns arise.

Work Location \_\_\_\_\_

Regular Work Schedule \_\_\_\_\_

*In addition, occasional evening and/or weekend hours may be required to assist with special functions, including parent meetings, home visits, recruitment and agency events.*

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

Effective Date of Job Description \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor Reviewing Description with Employee

\_\_\_\_\_  
Date