

# Southeast Alabama Regional Planning and Development Commission

## Head Start – Teacher Aide

### Eufaula, Headland, Opp, Andalusia, Florala, Geneva

#### **JOB SUMMARY**

The teacher aide assists with the supervision, safety and well-being of the children. This position provides assistance to the teacher with all aspects of classroom management.

#### **DUTIES AND RESPONSIBILITIES**

##### CLASSROOM MAINTENANCE (45%)

- Assists the teacher in any way possible which may include, but is not limited to assisting with planning lessons in detail for weekly activities.
- Support the social and emotional development of children.
- Physically and verbally interact with students and care for their needs while carrying out classroom activities.
- Maintain constant supervision of children in the classroom, bathroom, lunchroom, outside area, and playground.
- Assists with the handling of discipline promptly and in accordance with stated policies.
- Perform child health daily inspections.
- Assists the teacher in maintaining a safe and healthy learning environment.
- Assists the teacher in maintaining classroom inventory.
- Assumes temporary responsibility of classroom in the absence of the teacher.

##### RECORD KEEPING AND REPORTING (25%)

- Assists in maintaining individual folders for each child providing statistical information regarding the child's history, progress and significant behavioral characteristics and unique problems that may have developed; assists in inputting information into TS Gold.
- Assists in keeping accurate records including attendance and USDA-CACFP and sign in/out sheets.
- Ensure IEP activities are carried out each day and recorded.
- Report suspected child abuse or neglect to DHR/Sherriff's department and supervisor.
- Report any relevant health, attendance, or behavioral issues to Center Director using form FSA-012.
- Fill out and send report cards home three times per year.

##### PROGRAM, POLICY, AND PROCEDURES (10%)

Maintains a thorough knowledge of all policies related to program management including:

- Head Start Policies
- SEARP&DC Head Start Personnel Policies and Procedures Manual
- Alabama DHR minimum Standards
- All other policies and procedures related to Head Start child care facilities.

##### PROFESSIONAL INTERACTIONS (10%)

- Encourage the involvement of family members in the Head Start program and support the development of relationships between children and their families.
- Make home visits and parent conferences each year, at parent's convenience – document and place in files.
- Build and maintain a good relationship with other staff members. Refrain from discussing staff, parent, school and community problems with other staff members, parents, and the community at large.
- Work with parents, public school officials and other Head Start Staff to share ideas, concerns, expectations and ways to improve the transition from Head Start to public school.
- Attend meetings as required.

##### PROFESSIONAL DEVELOPMENT (5%)

- Attend annual in- and pre-service training events
- Attend at least fifteen (15) clock hours of training each year.

## OTHER DUTIES (5%)

Responsibilities include any job-related activities that may become necessary in the fulfillment of program and Policies and Procedures. There may be duties and responsibilities you may be asked to perform which are not included in this job description. Teacher Aides are on call during the summer as needed by Center Director or Head Start Director.

## EDUCATION AND EXPERIENCE

Teacher's Aides must be at least 19 years of age, have a high school diploma or general education diploma (G.E.D.) and must either have a current CDA or be enrolled in a CDA program to be completed within two years. Within thirty (30) days after employment, child care workers shall have at least twelve (12) clock hours of training in child care and development through participation in workshops, meetings, videotapes, or one-to-one consultation. Training in child care shall include at least one (1) hour in each of these areas:

- a. child development;
- b. quality child care and licensing;
- c. language development;
- d. health, safety and universal precautions;
- e. the child care professional and the family;
- f. positive discipline and guidance.

## KNOWLEDGE AND SKILLS

Head Start staff should be knowledgeable of appropriate practices for young children and be able to communicate information effectively to children, parents, other staff members, and members of the community. They should have the ability to conduct themselves in a professional manner and should be objective and fair in recommendations and implementation of standards and policies. Integrity should be shown in all matters related to children and families. Staff should possess basic computer skills and ability to utilize MS Windows, MS Works or Word, Child Plus, and Internet/Intranet. Employee should share a common philosophy with Head Start standards and policies as it pertains to the education of young children and families.

## PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to see, talk, and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body.

## SPECIAL REQUIREMENTS

Possess valid driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duty demands. Alabama DHR and the Head Start Act have specific employment requirements that must be met including three written references, physical exam and TB skin test or chest x-ray, and an ABI/FBI suitability determination letter. Regular attendance is mandatory; center hours are Monday through Friday from 7:00 am to 3:00 pm.

**TO APPLY: Please visit the employment page at [www.searpcdc.org](http://www.searpcdc.org) for REQUIRED application or call 334-794-4093 ext 1415 for more information. Applications must be received by close of business March 29, 2018.**

## **Sending Application**

**Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302**

**Email: [areed@searpcdc.org](mailto:areed@searpcdc.org)**

**Fax: 334-794-3288**

**Please note that Transcripts are REQUIRED to apply for this position.**

**EOE/E-verify**

Posted: March 11, 2018 Closes: March 29, 2018
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