

## **Economic Security Corporation Job Description**

**Job Title:** Teacher Aide  
**Division:** Head Start  
**Reports to:** Area Supervisor  
**FLSA Status:** Non-Exempt  
**Revision Date:** September 1, 2020  
**Job Classification:** Grade 3

### **SUMMARY**

The Teacher Aide helps plan, organize, and implement the operational and physical aspects of a Head Start classroom, including setting up the classroom and developing lesson plans to implement the educational program. Ensures compliance with Missouri Child Care Licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Helps supervise Head Start children and maintain a safe and healthy learning environment.
2. Assists the teacher in developing lesson plans, including both group and individual activities.
3. Assists the teacher in instructing the Head Start children with goal of meeting the individual child's needs; plays and interacts with the children during the day.
4. Assists the teacher in implementation of Conscious Discipline into the classroom environment.
5. Assists the teacher in developing skills necessary to obtain school readiness proficiency in the legislatively mandated areas of the Head Start Outcomes framework.
6. Completes paperwork as assigned by the teacher.
7. Helps maintain a safe classroom and ensures that children are escorted between bus and classroom.
8. Helps observe and assess each child's progress and specific needs.
9. Helps maintain a portfolio on each child.
10. Serves as Bus Monitor and fills in for the Bus Driver when necessary.
11. Conducts head lice checks.
12. Works on career development plans to meet Federal mandate.
13. Assumes the teacher's duties whenever the teacher is out of the classroom.
14. Assists the teacher in communicating with parents about their child's development and program goals, as needed.
15. Communicates effectively with staff to ensure component coordination.
16. Assists the teacher in the completion of child's assessment portfolio.
17. Assists in the generation and documentation of federal match.

18. Works cooperatively with the teacher to develop team teaching within the classroom.
19. Ensures quality teacher/child interactions so the Classroom Assessment Scoring Systems (CLASS) observation score is above national average.

### **SUPERVISORY REPONSIBILITIES**

This job has no supervisory responsibilities.

**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.

### **EDUCATION and/or EXPERIENCE**

Two-Three months.

Must obtain the Child Development Associate credential within 2 years of employment.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **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 and to draw and interpret bar graphs.

### **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.

### **COMPUTER SKILLS**

Basic computer skills.

### **PLANNING/ORGANIZATION**

Ability to handle multiple tasks simultaneously.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Class "C" Commercial Driver's License, have reliable transportation and meet Missouri automobile liability minimum requirements. Must complete at least 12 clock hours of childcare related training each year.

**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; sit; use hands to finger, handle or feel; talk or hear; and taste or smell. The employee frequently is required to stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee is required to do moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. The employee must have manual dexterity sufficient to reach/handle items, work with the fingers, and perceive manual attributes of objects and materials. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and peripheral vision.

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

The working environment is well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee Name