

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Head Start Teacher Assistant

Job Description

Reports to: Pre-K/ Head Start Principal

Status: Nonexempt

Term: 187 Days

Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher.

Qualifications:

Education/Certification

- Child Development Associate (CDA) Credential or Associate's/Bachelor's Degree in Early Childhood Education

Special Knowledge/Skills

- Ability to follow verbal and written instructions
- General knowledge of child development
- Ability to instruct young children and manage their behavior

Experience

- Experience working with preschool aged children

Major Responsibilities and Duties:

1. Works with the classroom teacher in planning, supervising, and implementing activities for students in accordance with the procedures and philosophy of the program and Head Start Performance Standards.
2. Prepares learning center activities, instructional materials, and classroom displays as requested by the teacher.
3. Conducts instructional activities assigned by the teacher; works with individual students, whole group, or small groups.
4. Handles discipline promptly and in accordance with the stated policy.
5. Assists with administration and scoring of objective testing instruments or work assignments.
6. Provides orientation and assistance to substitute teachers.
7. Supervises students on a given bus route during the pick-up and drop-off times, before and after school hours, maintains accurate bus rider rosters and attendance, communicates effectively with parents and bus drivers as appropriate.
8. Maintains accurate administrative records and prepares required reports as directed.

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- 9. Actively monitors students throughout the school day, inside and outside the classroom including cafeteria, playground, and bus.
- 10. Supervise and ensure the safety and well-being of the children at all times.
- 11. Comply with local, state, and federal policies, operating procedures, and requirements.
- 12. Prepares and monitors daily oral hygiene routines for students.
- 13. Assists in preparing for and participates in triennial federal reviews.
- 14. Participates in staff development to improve job performance.
- 15. Participates in all staff meetings and other activities as requested by the Head Start Director.
- 16. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Classroom audio/visual systems, phone system, facsimile, copier, personal computer, iPad

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions; frequent standing, stooping, bending, kneeling, active learning required; occasional evening event attendance.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____