

**Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

EXTERNAL POSTING

POSITION: Teaching Assistant

WORKSITE: Billings North Park Head Start

RATE: \$10.25 To \$12.94 Per Hour, DOE

OPENING DATE: May 4, 2017

CLOSING DATE: until filled

JOB DUTIES: See Attached Job Description

QUALIFICATIONS: High school diploma or GED with a minimum of one year experience in and early childhood setting. CDA classes are offered through Head Start and completion of the Child Development Associate (CDA) credential required during the program year. Associates Degree in early childhood education or related field preferred. Salary increase upon successful completion of CDA.

WORK SCHEDULE: 30 hours per week, Mon-Thurs.

WHO MAY APPLY: All Qualified Individuals

HOW TO APPLY: Submit Current Resume And Completed Head Start Application Form

**All Applications Must Be Submitted to:
Dee Dee Kane
Human Resource Director
Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

Head Start, Inc. is an Equal Opportunity Employer

Teacher Assistant Position Description

Head Start, Inc.

Functional Title: **Teacher Assistant**

SUMMARY OF RESPONSIBILITIES

Assist Head Start staff in classroom functions to provide high quality, individualized education to Head Start children. Support Head Start classroom functions by addressing children's needs so that Lead Teacher can ensure a high quality learning environment. Assist with classroom meals.

SUPERVISOR: **Education Director**

POSITION STATUS: 30 hr/wk, Non-Exempt, Pay Grade 3/4

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Following teacher's instructions, assist with set up of classroom environment before and after classes.
- Assist classroom teacher in implementing the daily schedules for children as outlined in the classroom lesson plan.
- Assist in preparing the environment before and after mealtime. Sit with children and have meals and snacks. During meals, interact with the children and adhere to the Head Start nutrition philosophy.
- Following Safe Food Handling guidelines, dispense food and assist children with serving themselves appropriate portions.
- Assist teachers in promoting safe and healthy practices for children.
- Develop and understanding of guidelines for the Head Start learning environment. Assist with implementation of Creative Curriculum and collection of outcome data based on 36 objectives from the Head Start Outcomes.
- Utilize the Galileo system for entering observations and data concerning children's performances of the required learning objectives.
- Encourage children through positive example and communication.
- Actively listen to children and converse with them using appropriate and encouraging language.
- Promote children's self-esteem by showing empathy and respect.
- Promote children's social interaction by modeling and encouraging appropriate activities.
- Using DECA principles, assist teachers in implementing positive guidance and discipline.
- Regularly report to teachers regarding information about children that is heard or observed in the classroom and/or from parents and write Family Service Notes as necessary.
- Actively participate with children daily, both indoors and outdoors.
- Regularly communicate with supervisor regarding classroom status.
- Clean and sanitize classrooms, including eating and serving tables, according to established procedures.

ESSENTIAL SKILLS

- Must maintain emotional control at all times, managing difficult situations with tact.
- Must communicate clearly, both orally and in written format.
- Must be organized to ensure timely and accurate documentation of required records and reports.
- Must demonstrate respect and sensitivity at all times for cultural, racial and economic differences.
- Must treat others with respect and consideration to foster a teamwork environment.
- Must be able to use computer technology and understand its application to organizational and/or departmental function.

EDUCATION AND EXPERIENCE REQUIREMENTS:

High school diploma or GED with a minimum of one year experience in and early childhood setting. CDA classes are offered through Head Start and completion of the Child Development Associate (CDA) credential required during the program year. Associates Degree in early childhood education or related field preferred.

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 talk, listen, stand, walk, run and sit. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee will be work with children who may have behavior issues. The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee supervises children indoors and outdoors, is exposed to changing weather conditions. Noise level is usually moderate to loud.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.