



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

JOB DESCRIPTION

Teacher Assistant

HRCAP Head Start/Early Head Start

Position Purpose:

- To assist the teacher in providing a successful, safe and supervised educational setting for children, while they are in the Head Start environment (classroom, outdoor play area, and field trips).
- To assist in the promotion of social, emotional, physical, and cognitive development of Head Start children relative to the Creative Curriculum, Head Start Performance Standards/Domains and Licensing guidelines.
- To encourage parental involvement in all aspects of the program
- To assist in the development of individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten.

Knowledge/Skills/Experience/Documentation Required:

- Head Start teaching assistants nationwide in center-based programs have- -
 - 1) At least a Child Development Associate (CDA) credential;
 - 2) Enrolled in a program leading to an associate or baccalaureate degree; or
 - 3) Enrolled in a child development associate credential program to be completed within two years.
- Certificate/transcripts will be required to validate ECE coursework or related classes.
- Prefer demonstrated classroom ability, typically one-year full-time preschool classroom experience or equivalent.
- Knowledge of typical behaviors/expectations of three and four year old children usually gained through a minimum of one-year of relevant experience.
- Excellent communication skills, especially good listening and writing skills.
- If a licensed driver, employee must have a valid Virginia Driver's License and proof of current auto insurance where applicable.
- Employment is conditional pending immediate enrollment in Child Care Division - Criminal History Registry.
- Must present current TB/Physical at the time of employment or within 10 working days for TB test and 30 days for physical.

Physical/Mental Abilities and Processes:

- Frequent significant decisions to assure developmental progress of children.



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- Demonstrated ability to supervise preschool children and ensure a safe learning environment including the ability to monitor and respond to events going on at all times in classroom, outdoor play areas and on field trips. This includes the physical ability to move quickly in order to respond to children who are very active and may need restraint or redirection in order to insure their safety or the safety of others in the environment.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.

Position Information:

- 11 or 12-month position, depending on program model
- Supervised by Education Specialist, Assistant Education Specialist and Teacher.

Essential Job Responsibilities: Performance Indicators

Child Contact/Classroom Time (40%)

- Assist in meeting the needs of all children, including those with special needs, those who are gifted, and those who are culturally diverse.
 - Assist in integrating all Head Start service areas into classroom time.
 - Assist in developing and utilizing lesson plans, which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
 - Implement ongoing early child/family literacy activities.
 - Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
 - Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas to grow.
 - Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making, ask open-ended questions and listen respectfully to the answers.
 - Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
 - Assist with ongoing assessments for children and record data using the Creative Curriculum and Teaching Strategies Gold web-based assessment tool.
 - Assist with the supervision and monitoring of children at all times.
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- Respond to crisis or emergency situations that may occur and provide first aid and/or CPR. Prevent the spread of blood borne pathogens, and access emergency services as needed.

Written Documentation (20%)

- Assist in maintaining accurate written records; including assessments, special education documentation, screening instruments, anecdotal observations,



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documents for transition to public school and parent/teacher conference, home visits and other required forms.

Collaborative Service Delivery/Home Visits (15%)

- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all service areas.
- Serve as a Bus Monitor to help ensure children's safety to and from Head Start centers.
- Meet regularly with parents, and other staff regarding each child's status and progress.
- Assist in conducting two regular home visits and parent/teacher conferences for purposes of assessment and support, and to share information on classroom progress, educational strategies and parenting.

Curriculum Development (20%)

- Assist with the assessment of individual and group needs, attending to special needs, specific interests, strengths and concerns.
- Assist with parental involvement and the development of balanced lesson plans, which are developmentally appropriate, intellectually challenging and address each child's specific strengths and needs.
- Assist in the establishment of daily and weekly goals, which will promote individual and group educational plans and include other Head start service areas.
- Assist in the preparation of classroom materials to support lesson plans, in addition to changing and creating learning centers as needed.
- Assist in adapting curriculum to address and meet individual goals for children as identified in their individualized plans.

Miscellaneous (5%)

- Attend meetings, trainings, and appropriate professional development activities.
- Assist in the general classroom maintenance/sanitization and laundry.
- Assist in maintaining inventory of classroom equipment.
- Other duties as requested.