

I, _____, certify that I have read and understand the Qualifications and Functions of this Position Description.

Signature

Date

POSITION DESCRIPTION

Choanoke Area Development Association

Position Title	<u>Teacher Assistant / Bus Monitor</u>	Date:	<u>Revised August 2019</u>
Overtime Status	<u>Non – exempt</u>	Grade :	<u>1</u>
Salary Range	_____	Program Period School Year:	<u>42 weeks</u>
Site Location	<u>Assigned Center</u>		
Department	<u>Head Start</u>		
Reports to	<u>Teacher / Center Manager</u>		

Qualifications:

One of the following is desired: An Early Childhood Associate Degree, Child Development Associate (CDA) Credential, or a state awarded certificate that meets or exceeds the requirements for a CDA credential. The applicant may also be enrolled in a program that will lead to an associate or baccalaureate degree, or enrolled in a CDA credential program to be completed in a specified amount of time. Interest in and some knowledge and understanding of the needs and problems of low income or disadvantaged persons and of the community environment. Demonstrate knowledge to provide effective and nurturing teacher-child interactions, basic knowledge of child growth and development theories and principles. Possessing personal traits of warmth, sensitivity and caring toward children and families are required. Having knowledge related to health and safety practices in the child care setting. Able to implement learning experience that ensure effective curriculum implementation and is able to use assessment tools to measure progress of the children. Monitor children while being transported to and from school, on field trips, and other scheduled trips as designed by the program. Employee must possess a valid health examination (TB tine test and physical) issued by a licensed physician or the County Health Department and obtain a Certified Criminal Record Check Report. A valid NC Driver's License is preferred. The applicant will maintain all documentation required for trips.

Basic Functions:

Teacher Assistant will performs early childhood education enrichment activities in a classroom setting according to the instructional guidance of the Head Start Performance Standards and under the supervision of the classroom teacher. Teacher Assistant will works toward maintaining an environment that will foster the learning and development of children in the group. Teacher

Assistant will maintain the general safety and well-being of children in the child development setting and during the transportation process. Performs other related work as assigned.

Specific Functions:

1. Assist in providing individualized instruction for each child in the group.
2. Help to develop the Daily Lesson Plan with teachers and parents.
3. Assist children with toileting needs.
4. Assist with children's Health Checks in arrival.
5. Supervise children during outdoor play activities, field trips, etc.
6. Supervise children closely when loading and unloading the bus, van, etc.
7. Eat with children during meal periods.
8. Help children to dress appropriately for weather conditions.
9. Accompany teachers or other staff on Home Visits.
10. Assist with the general maintenance/cleaning of the classroom.
11. Check playground for safety before each play period.
12. Assist with the involvement of parents in the daily education program.
13. Assist with the supervision of children during the transportation process.
14. Use positive language and guidance in helping children separate for family members.
15. See that children are safely buckled into seat belts or car seats, and they remain so during the transportation process.
16. CHECK THE BUS / VAN THOROUGHLY AFTER EACH TRIP. Look under seats behind seats and all other areas where view is obstructed to make sure all children have exited the bus.
17. BE ON CONSTANT ALERT FOR SPECIAL MEDICAL PROBLEMS OF ACCIDENTS THAT MAY OCCUR WITH CHILDREN DURING TRANSPORT (diabetes, seizures, and etc.).
18. Deliver program materials to parents (Newsletters, Home Portfolio and etc.).
19. Perform other duties as relates to the overall health, safety and social competence of children in the group.
20. Input data into data base systems.

PHYSICAL REQUIREMENTS

Teacher Assistant – Bus Monitor

- A. Ability to lift/manipulate/move children from the age of birth – 5 years of age weighing up to 50 pounds from one place to another.
- B. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc on the outside play areas.

- C. Vision sufficiently correctable to permit full performance of all job duties.
- D. Hearing sufficiently correctable to permit full performance of all job duties.
- E. Ability to run, jump, walk, etc. at a swift pace.
- F. Be able go up or down stairs or uneven surfaces.
- G. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve a child or item. Carrying a child when necessary.
- H. Sitting from a standing or stooping position.
- I. Physically able to remain outside and interact with children during the entire outside play times.
- J. Floor play- providing developmentally stimulating activities on the floor for children crawling, sliding on their stomachs, rolling over, etc.
- K. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, data entry and writing.
- L. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.