

Job Announcement

Position: Teacher Assistant	Department: Head Start
Location: Charles County	Employment Status: Full-Time
FLSA: Non-Exempt Grade: 10	Compensation: \$18.00 - \$27.00 per hour
Weeks Worked: 52 Revised: 10/20/2022	Work Per Week: 40 [Monday – Friday]
Opening Date: August 01, 2024	Closing Date: Until filled

Summary of Job Description: The Teacher Assistant works under the direct supervision of the Teacher. Be prepared to assume the duties of the Teacher in his/her absence. Assist teacher with activities that will meet individual goals and promote intellectual, physical, emotional, and social growth. The Teacher Assistant is responsible to the Education Coordinator for the satisfactory performance of the essential job functions.

Summary of Requirements: *High School Diploma or equivalent.* Child Development Credential Program preferred or successful completions within one year of hire date. **OR** Basic understanding of Child Development and age-appropriate activities and have successfully completed six semester hours in Child Development or ninety clock hours or the equivalent of approved training. One-year experience in a licensed childcare center or college and experience equivalent. Good math skills, analytical skills, and skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must always maintain confidentiality. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Engage with children and parents in a respectful and meaningful manner.

- Model positive social and emotional interactions with staff and students.
- Greet each child daily with joy and enthusiasm, stating name and inquiring about how they are doing.
- Utilize and model appropriate language.
- Sit and converse with children during mealtime, talking to children about the meal, extending learning, language, and inquiring about their activities .
- Use positive redirection.
- Extend learning during choice time, asking open-ended questions.
- Model positive social/emotional interactions with children and adults.
- Welcome parents into the classroom.

Assist the Teacher with maintaining a safe environment.

- Assist in setting up classroom in learning centers.
- Assist in maintaining an inviting classroom including posting materials at eye levels.
- Monitor children to ensure safety always.
- Always maintain appropriate teacher/child ratio.
- Assist with reactive strategies plan for individual child behaviors.

Assist the Teacher with curriculum preparation.

- Maintain a clean, safe learning environment that stimulates curiosity and exploration.
- Assist teacher in developing and implementing lesson plans that support each child's needs.
- Use appropriate teaching strategies.
- Support the social/emotional curriculum in the development of young children.

Assess children as directed by the Teacher.

- Assess children on a regular basis.
- Take photographs and complete observations.
- Write anecdotal notes and other approved forms of documentation for each child.
- Assist Teacher with completing, implementing goals, and updating IEPs and ICPs.
- Assist with the two required center conferences.

Demonstrate professionalism and maintain professional credentials.

- Maintain profession personal appearance, body language and voice tones.
- Obtain 6 CEUs as per Office of Child Care requirement, annually
- Submit verification of all trainings, grades/and or transcripts to Education Coordinator and the Human Resources Department.
- Must attain and renew a Child Development Associate (CDA) credential within 2 years.
- Must apply for within the introductory period and maintain enrollment with the Maryland Child Care Credential Program
- Work with Education Coordinator to develop individual and professional development plans.

Work as an effective team member.

- Always maintain a positive work environment
- Support the teaching team through active participation.
- Demonstrate and support the Head Start mission.
- Demonstrate effective problem-solving skills to resolve issues.
- Ride the school bus when required.

Serve as Nutrition as needed.

Other duties as assigned.

Licenses or Certificates:

CPR and First Aid. Child Development Associate (CDA) within one year of employment.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires moderate physical effort and ability to lift pre-school children and/or up to 50 lbs. unassisted. Persons who work with children are expected to participate fully in a program for active youngsters. This includes lifting of young children, getting up and down from the floor, lively outdoor activities and moving furniture. Must be capable of riding the bus.

Applications Accepted By: Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your high school diploma. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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