



Mid Florida Community Services, Inc.  
820 Kennedy Blvd.  
Brooksville, FL 34601  
Phone: 352-796-1425 Fax: 352-796-9952

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**Hours: 9am-2pm**

**Benefits: Sick, PTO, 8% non matching retirement contribution, 14 company paid holidays**

<b>POSITION TITLE:</b>	Support Teacher Assistant-Part Time
<b>DEPARTMENT:</b>	Head Start
<b>SUPERVISED BY:</b>	Child Development Specialist

## **JOB DESCRIPTION**

**POSITION SUMMARY:** Responsible for supporting the needs of classroom teacher and teacher assistant with the day-to-day operation and management of the classroom. Assisting with guiding and directing the learning experiences for children by providing a developmentally appropriate learning environment.

### **ESSENTIAL JOB FUNCTIONS:**

- Assists the child development specialists with classroom staffing coverage when needed
- Assists teacher with providing developmentally appropriate activities to enhance physical, social, emotional and intellectual development of children in the classroom, ensuring each child's individual needs are met. Implements lesson plans in collaboration with teacher using established curricula ensuring that small group, large group and individual experiences are provided.
- Guides children in developing basic concepts as prescribed in the education, nutrition, health, dental and mental health plans. Prepares children for screening and exam procedures such as vision, hearing, dental, speech, and developmental to encourage successful completion.
- Assists teacher with ongoing observation and assessment on each child within the classroom utilizing required tracking tools. Daily observation will include anecdotal notes, health checks, and other tracking requirements.
- Assists teacher in maintaining Education Child Portfolio for each child in the classroom with required and current documentation.
- Supports teacher and teacher assistant with the safe and strategic transition of children from one activity or location to another.
- Implements and documents organized play in the outdoor learning environment. Provides appropriate guidance to promote children's gross motor development. Balances indoor and outdoor activities to stimulate both cognitive growth and physical skills.
- Maintains a safe, clean, and orderly classroom and playground area. Monitors and reports to supervisor in writing any needed repairs and takes appropriate action to correct any unsafe area.
- Supports teacher in maintaining an adequately supplied classroom, ensuring the physical and developmental needs of all children are met.
- Provides and participates in learning experiences that allow children to solve problems, initiate activities, explore, question and gain mastery through learning by doing. Encourages language development of



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children by asking open ended questions.

- Supports the development of children's positive self-concept and social skills through the promotion of cultural and ethnic acceptance and experiences.
- Provides direct and active supervision to children at all times; maintaining child/staff ratios in accordance with policies and regulations.
- Participates with children at mealtimes, including breakfast and lunch, ensuring family-style dining is implemented.
- Assists teacher with the implementation of healthy cooking experiences within the classroom setting that reflect the ethnic and cultural composition of the population.
- Assists in planning and participates in regular safety and fire/storm drills. Works collaboratively with health staff to ensure a well-stocked first aid kit, safe and secure medication storage unit and to ensure OSHA standards are met.
- Reports child abuse and neglect in accordance with program policies and procedures.
- Assists in the recruitment of children for the program.
- Assists in maintaining appropriate documentation required by USDA/Child Care Food Program and ensures quality of data and timelines for completion.
- Actively participates in center/classroom activities.
- Acts as an advocate and role model for Head Start families. Recruits children for the program.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the Head Start program.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

### **NON-ESSENTIAL/SECONDARY FUNCTIONS:**

Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.



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## **JOB STANDARDS:**

Education: A minimum of a high school diploma Must complete all required trainings as mandated by the current versions of the Department of Children and Families Child Care Facility Handbook, the Office of Early Learning School Readiness Program Health and Safety Standards Handbook and other training standards adopted by the Office of Early Learning, and the Office of Head Start Program Performance Standards. Must obtain/maintain CPR/First Aid certification.

Experience: No experience required.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

## **CRITICAL SKILLS, ABILITIES, & EXPERTISE:**

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15lbs) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 50lbs) are occasional. Playing with children, which may include hopping, skipping, jumping, dancing, and twisting are frequent. Must have ability to get up from a seated position on the floor or a low chair without hesitation.

Equipment: Instructional materials and supplies, playground equipment, computer, multi-line phone and other small office and equipment and vehicle.

Skills & Expertise: Ability to plan and carry out lesson plans. Ability to learn how to coordinate activities. Ability to work with children with special needs. Ability to establish effective working relationships with people, particularly parents and children. Skill in completing work with a high degree of accuracy. Ability to arrive to work daily and on time. Ability to work with limited direction. Knowledge of organizational methods. Ability to evaluate situations and make prompt decisions. Ability to effectively communicate orally and in writing. Ability to analyze and interpret data. Ability to use and operate a computer. Ability to maintain Mid Florida Community Services, Inc., Head Start, child and parent confidentiality. Ability to be reliable, responsible and accountable to job requirements.

## **ENVIRONMENTAL JOB FACTORS:**

Job Location: Primary location is the Head Start facilities in Hernando, Sumter and/or Volusia counties. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their job duties.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**



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\_\_\_\_\_  
Employee Name (Print)

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

REVISION DATE: 1/21/21	W/C CODE: 8810	FLSA STATUS: Non-Exempt
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