



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

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<b>POSITION TITLE:</b>	Teacher Assistant-Extended Day
<b>DEPARTMENT:</b>	Head Start
<b>SUPERVISED BY:</b>	Child Development Specialist

## JOB DESCRIPTION

**POSITION SUMMARY:** Responsible for supporting the needs by assisting the teacher 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 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.
- Works in partnership with the teacher in identifying any child with a suspected delay or any other area of concern.
- Supports the teacher in the implementation of LEA IEP's.
- 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 supervision to children at all times; maintaining child/staff ratios in accordance with policies and regulations.
- Supports teacher in maintaining accurate classroom attendance, assuring the sign in/out sheet corresponds with the number of children in the classroom at all times. Provides information to Family Advocate of any known reason for child absence.
- 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.
- Maintains and documents regular contact with parents and assists teacher with ensuring two home visits and two parent/teacher conferences are conducted yearly. Assists with documenting parent participation in center activities.
- Assists teacher in completing two individualized home activities each month per child and provides to parents. Acquaints volunteers with the classroom. Assists teacher with parent bulletin board.
- Reports child abuse and neglect in accordance with program policies and procedures.
- Assists in the recruitment of children for the program. Participates in community activities that enhance the Head Start program as requested.
- 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, parent meetings and annual parent activities as requested.
- Acts as an advocate and role model for Head Start families. Recruits children for the program.
- Assists in the development and implementation of the annual training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- 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.
- Organizes and prioritizes all assignments as directed.



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- Participates in community activities that enhance Head Start programs as directed.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Submits reports, documents, and files as directed.
- 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.

### **JOB STANDARDS:**

Education: A minimum of a valid FCCPC or National CDA, which must be maintained throughout employment. 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



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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.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

REVISION DATE: 10/1/2018	W/C CODE: 8810	FLSA STATUS: Non-Exempt
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