

JOB TITLE: Infant and Toddler Teacher Assistant

DEPARTMENT: Head Start/Early Head Start/Expansion

LOCATION: Orange County

SUPERVISES: N/A

FLSA STATUS: Non-Exempt

REPORTS TO: Site Supervisor

GENERAL DESCRIPTION:

Provides services to Early Head Start children and families in compliance with the Head Start Performance Standards Child care work involving assisting the Teacher in working with young children and families to develop their cognitive, social, emotional and physical growth.

ESSENTIAL JOB FUNCTIONS:

- Assists the Teacher in the implementation of the daily curriculum and activities. Ensures classroom plans and activities are carried out in the absence of the Teacher.
- Assists Teacher with ensuring compliance with child outcomes, State of Florida Early Childhood standards, Head Start Performance Standards, and the goals & objectives of the current Early Head Start curriculum.
- Assists Teacher in maintaining classroom records, progress reports, accident reports and other necessary documentation.
- Assists in developing lesson plans in accordance with Head Start Performance Standards.
- Assists with developing instructional materials and teaching aids. Assists with the selection of teaching materials to meet individual needs of children.
- In conjunction with the Teacher, develops and carries out plans for at least one day per week. Assists in development of each child's education plan.
- Models physical activities to all children in assigned classroom.
- Works with Teacher to conduct home visits and may participate in parent meetings.
- Encourages parent involvement in the Early Head Start program, both in the classroom and in the home.
- Identifies and reports child abuse cases.
- Assists in organizing classroom volunteers. Helps classroom volunteer with classroom routine
- Attends all pre-service and in-service training programs and other mandatory training programs.
- Seeks in-kind (donated time, services, products, cash) for the program and ensure in-kind is documented accurately and timely.
- Participates in the Agency's Quality Improvement Program.

MINIMUM EDUCATION AND EXPERIENCE:

- Must possess a current Infant & Toddler Child Development Associate (CDA) certification or equivalent.
- One (1) year experience working directly with infant & toddler children. Must be able to obtain at least fifteen (15) clock hours of certified training per year.
- Must enroll in the State mandated 45-hour module for child care within the first 90 days of employment. Must complete within timeframe given upon hire

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Must meet criteria for background screening as required for child care personnel in child care licensing regulations.
- CDA must be renewed prior to the deadline listed on the CDA certification,

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of early childhood growth and development, and age-appropriate activities.
- Knowledge of the practices, procedures and regulations in child care, to include the Active Supervision of children.
- Ability to gain knowledge of Head Start Performance Standards and Head Start Policies and Procedures.
- Ability to receive and follow detailed instructions.
- Ability to operate a personal computer. Knowledge of a variety of computer software applications in word processing and databases, including Microsoft Word.
- Ability to navigate the Internet.
- Ability to maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Ability to establish effective working relationships with staff, parents, volunteers, and community representatives.
- Ability to communicate effectively, both written and orally.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Sensitivity to the needs, abilities, beliefs, and attitudes of individuals within and outside the Agency, including but not limited to clients and co-workers.

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SALARY: \$14.78 an hour

PAY GRADE: 55

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