

## Union Public Schools Position Description

**Position Title:** Teacher Aide - 3-Year-Old Center-Based Classroom  
**Department:** Teaching and Learning  
**Reports To:** Director of Early Childhood Education

**FLSA Designation:** Non-exempt

**SUMMARY:** Assists the classroom teacher in planning and providing a stimulating and comprehensive learning environment for children who are three by September 1, assumes teacher's responsibilities in the teacher's absence; performs activities meeting Federal Early Head Start and Head Start Performance Standard 1304.21 and related educational standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Maintains accurate record keeping as required on services provided.
- Assists with planning and coordinating activities to stimulate growth in cognitive language, social, and motor skills.
- Assists in daily operations of the classroom.
- Stays current on curriculum and instruction trends and research for young children.
- Completes West Education training as well as other professional development opportunities.
- Assists with assessment of families' needs and helps connects families to appropriate agencies/services.
- Cooperates and seeks assistance from other professional staff members and volunteers.
- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Assists with developing weekly lesson plans and individualization.
- Attends and assists with home visits and parent conferences.
- Attends all parent meetings during the school year.
- Provides high quality care in a safe, stimulating, and nurturing environment.
- Builds and maintains good parent/teacher relationships to encourage parent involvement.
- Participates in class-based management team meeting once a month or as required.
- Assists with using the assessment software to track developmental skill levels of children.
- Completes teacher's responsibilities in absences of the teacher.
- Accessible to parents/community members to promote and strengthen home/school/community relationships.
- Maintains consistent and punctual attendance, including after school and/or evening activities.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma, completion of CDA within one year of employment; bilingual background preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and complete correspondence. Ability to effectively present information and respond to questions from groups. Communicate clearly with parents of young children about education and parenting issues.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of instructional programs; ability to plan and implement lessons based on instructional objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Thorough knowledge of normal child development from birth to 5. Knowledge of constructive parenting techniques that facilitates learning.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will regularly sit, walk and stand. Lifting and supervising young children may be required.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderately noisy in the presence of young children.