

## Union Public Schools Job Description

**Position Title:** Teacher's Aide – Early Head Start Center-Based Classroom  
**Department:** School Site  
**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 from birth to three; assume teacher's responsibilities in the teacher's absence; perform 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 (birth through three).
- 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 a class-based management team meeting once a month or as required.
- Assists with using the assessment software to track development skill levels of children.
- Completes teacher's responsibilities in absence of the teachers.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Assists in supervision of students.

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

**EDUCATION and/or EXPERIENCE:** 60 (sixty) college credit hours and bilingual background and early childhood preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government 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 instructions furnished in written, oral, or diagram form. 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. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**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 the job, the employee is regularly required to sit, walk and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities are required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described 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 employee is continuously responsible for the safety, well-being and work output of students.

The noise level in the work environment is usually loud at a standard acceptable level for this environment.