



Cen-Tex Family Services, Inc.

2402 North Main Street, Bastrop, TX 78602
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An Equal Employment Opportunity

Job Vacancy Announcement #: 20-31

Job Title:	Head Start Teacher Assistant	Reports To:	Site Director
Funding:	HS 100%	Location:	Lost Pines
Work Hours:	Monday-Friday 7:30-3:30		

QUALIFICATIONS

Must be eighteen (18) years of age or older. Must have High School Diploma/GED and have current CPR and First Aid Certification or the ability to become certified.

MINIMUM:

Must enroll in CDA program to be completed within 1 year of hire date; One (1) year of experience working with Pre-School aged children in a licensed childcare center.

PREFERRED:

Bilingual

Six (6) months of experience working with Pre-School aged children in a licensed child care center **and** a Child Development Associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential **or** enrolled in a program leading to an associate or baccalaureate degree in Child Development or Early Childhood Education, or a related field.

Job Summary:

The Teacher Assistant position is responsible for assisting the classroom Teacher with supervision and instruction of children in activities designed to promote social, physical and intellectual growth. The Teacher Assistant may lead the classroom in the absence of the Head Start Teacher.

ESSENTIAL DUTIES

- Assist the Classroom Teacher with the implementation of individual and group activities to stimulate growth in the areas of language development; literacy; mathematics; science; creative arts; social and emotional development; and physical development.
- Demonstrate competency to provide effective and nurturing teacher-child interactions.
- Plan and implement learning experiences that ensure curriculum implementation.
- Use of assessment tools and promote children's progress across the applicable state early learning and development standards.
- Participate with children in center's meal and snack times.
- May prepare meals and snacks in the cook's absence.
- Maintain a safe and secure learning environment for children both indoors and outdoors during all program hours, reporting any safety concerns to supervisor.
- Ensure that appropriate child-staff ratio is met while delivering services and assigned children are supervised at all times.
- Assist with maintaining accurate records of daily attendance and meal counts.

- May assist with recording observations, assessments and maintaining other required records on each child using child data tracking software.
- Assist with providing information to families, including information supporting the areas of family partnerships, nutrition, and child health and community involvement.
- Provide for the health and safety of the children in the center following, including adherence to procedures for handwashing, dental hygiene practices, sanitation of toys, and toileting. Provide diapering as required. Disinfect work area surfaces as needed. Instruct children in self-help skills and personal hygiene.
- Continue professional growth by participating in classes, training programs, workshops/conferences, as needed and as allowed within the agency's budget.
- Report to work at scheduled time and maintain good attendance; perform all duties in a safe, timely and professional manner and participate with a positive attitude and behavior in all program activities.
- Must be able to lift up to forty-five (45) pounds with or without reasonable accommodations.
- Must be able to walk, squat/kneel, sit on the floor, see, hear and speak with children to ensure children's health and safety.
- Perform other related duties as assigned.

ALL POSITIONS:

Ensure confidentiality of agency and family information assigned to position; Report to work at scheduled time and maintain good attendance; Perform all duties in a safe, timely and professional manner; Participate with a positive attitude and behavior in all program activities and communications with children, families, staff and the general public; Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs; and attend all training programs and conferences as required by position and allowed by budget.