

## **SPRINGFIELD URBAN LEAGUE, INC.**

### **JOB DESCRIPTION**

#### **TEACHER ASSISTANT**

**SUMMARY:** The position of the Teacher Assistant regardless of race, creed, disability is to assist the teacher and the children on a daily basis. The Teacher Assistant is responsible for promoting family involvement in the classroom as well as creating an atmosphere in the classroom that promotes growth and development of the total child.

#### **ESSENTIAL FUNCTIONS:**

1. Signs in and out when arriving and leaving any Head Start site.
2. Arrives at least 5 minutes before it is time to board the bus and sign in at the Cook Street Site.
3. Greets children and parents when they board the bus.
4. Help children with their coats and wraps when they arrive at school and when they are leaving to return home.
5. Assist the teacher in completing the daily attendance of the children, the USDA meal participation, three-day absences, lesson plans, etc.
6. Documents anecdotal notes on at least half of the children in the classroom on a weekly basis.
7. Assists the teacher in creating four (4) homemade materials for the classroom; completing one (1) homemade material per quarter.
8. Helps in keeping the classroom clean and orderly (everything in its place).
9. Assist with the inventory in the beginning of the program year and again at the end of the program year.
10. Must attend and participate in all pre-service training, all staff meetings, and other assigned workshops or classes.
11. Must work as a team player with the teacher.
12. Assist in serving the meals in a family style manner eating with the children at all times.
13. Must have transportation available during the home visits, which occur at the beginning and at the end of the program year.
14. Assists the teacher in completing home visits.
15. Must notify the teacher and the Site Manager prior to leaving the building at all times.
16. Attend family committee meetings and assist with the children as needed.
17. Assist with the planning of fieldtrips and activities for children and families.
18. Assist with recruitment, as requested.
19. Communicate with the teacher daily concerning classroom operations.
20. Assist the teacher in planning and carrying out two (2) parent/teacher conferences throughout the program year.
21. Notify the teacher and Site Manager of any emergencies and accidents.
22. In the absence of the teacher, the assistant will lead the classroom with the assistance of a substitute teacher.
23. Employee will comply with the policies and procedures for bus monitoring. Bus monitoring services will consist of (but not limited to) securing all children in seatbelts, taking attendance, securing authorized signatures when releasing the child from the bus. Employee will also maintain control and ensure that safety of the children on the bus at all times.

24. Reports disruptive behavior of the children to the teacher whether the behavior occurs in the classroom or on the bus.
25. Encourage the enrollment of families with diverse backgrounds. Be able to understand the needs and interests of individuals with various backgrounds and become fluent in the languages spoken by the families in the program.

**QUALIFICATIONS:**

1. Must ensure that at a minimum, have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire. Must have reliable transportation.
2. Willingness and ability to learn new skills.
3. Must attend all pre-service training, workshops and other assigned trainings.
4. Understand and work well with children, staff and families.
5. Must be able to lift at least 40 pounds.
6. Must meet the Illinois Department of Children and Family Services (DCFS) requirements.
7. Must have reliable transportation.
8. Ability to pass medical exam certifying freedom from communicable diseases and illegal substances.
9. Must have a positive attitude toward direction.