

Community Action Partnership of Cambria County

Teaching Assistant (Hourly Non-Exempt)

Reports to: Education Managers

Department: Early Childhood

Classification Group: I

Date: June 1, 2023

JOB SUMMARY:

1. The position of Teaching Assistant involves specialized work in developing and maintaining Educational Programs between the Head Start Program, HSSAP, and parents of Head Start and HSSAP participants.
2. Work involves preparation or development and administration of:
 - a. Agency Early Childhood, Office of Child Development and Early Learning (OCDEL) policies and procedures
 - b. Marketing services on behalf of Head Start and HSSAP
3. This position is supervised directly by the Education Managers.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. When substituting for a CSA on the bus, ensure all children have evacuated the bus, and checks for personal items left on the bus.
3. Assists in establishing and implementing an appropriate active learning environment.
4. Coordinates with the assigned Teacher to ensure daily educational requirements are being accomplished.
5. Aids in establishing a daily routine consistent with Creative Curriculum.
6. Assists in the use of Teaching Strategies Gold On-line as assessment tool and entering data into the system three times per program year. *
7. Maintains a positive learning environment, models positive behavior, and engages in positive adult-child interactions.
8. Observes and assesses children, developing and implementing appropriate lesson plans pursuant to required timelines using the Individual Program Room Self-Assessment Plan for developing strategies to enhance outcomes. *
9. Assists in establishing home and centers communications by encouraging parent participation.
10. Participates in periodic home visits and in parent teacher conferences. *
11. Practices daily health routines including potty training, hand washing, etc.; and follows emergency procedures if needed.
12. Records and updates all associated records including the screenings which must be completed within the first 45 days of service. *
13. Acts in capacity of teacher during teacher's absence. *
14. Assists with fastening children in to harnesses on bus and attaching name tags. Rides the bus as required and ensures active participation by the children while on the bus.
15. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

16. Eats with children sharing the same menu while demonstrating socially acceptable behaviors and manners.

* Not applicable to day-to-day substitutes

ADDITIONAL RESPONSIBILITIES:

1. Provides assistance as needed at the center.
2. Attends evening meetings and participates in job related training as required.
3. Follows the program procedures relating to confidentiality.
4. Performs overnight travel as required.
5. Mandated Child Abuse/Neglect reporter
6. Must pass initial and tri-annual physical exam and TB screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Working knowledge of social service systems.
3. Proficient oral and written communication skills including effective listening skills.
4. Ability to deal tactfully with the public.
5. Working knowledge of outcome-based services.
6. Knowledge of Creative Curriculum.
7. Knowledge of State Learning Standards.
8. Knowledge of CLASS.
9. Pediatric First Aid and CPR Certification.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA, 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.
2. Current PA driver's license and reliable transportation. (Required)
3. Free of Child Abuse/Neglect history as verified by proper authorities. (Required)
4. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
5. Must meet vaccination requirements set by funding sources. (Required)
6. Associate degree in Early Childhood (ECE). (Preferred)
7. Minimum one (1) year professional work experience with preschool children. (Preferred)

EMPLOYEE'S SIGNATURE: _____ DATE: _____