

**CHILDREN'S FRIEND AND SERVICE  
JOB DESCRIPTION**

**Job Grade: 2**

**Title:** Teacher Assistant – Level 3

**Reports To:** Teacher or Associate Teacher

**Qualifications:** Associate or Bachelor degree in Early Childhood Education or a related field such as child study, child psychology, early childhood special education elementary education, or nursing. Ability to organize and plan activities, establish warm, supportive relationships and provide a wide variety of stimulating and developmentally appropriate experiences for children. Basic computer skills required for data input and use of email. Knowledge of health, safety and first aid. . Must provide documentation showing proof of all medical clearance and immunization requirements, and be able to lift up to 40 lbs.

**Duties:**

1. Work with the lead/associate teacher to implement a curriculum based on best practice standards.
2. Ensure that the classroom meets DCYF standards and Head Start education performance standards as well as other standards as appropriate. This includes performing tasks necessary to maintain a high quality educational and childcare facility.
3. Make daily observations of health of children, report any condition needing attention.
4. Assist with the maintenance of progress notes, assessments, and screenings on the emotional, physical, social and intellectual development of classroom children.
5. Responsible for integration of services for families in the classroom, home, center and community. Communicate on a regular basis with all Head Start and consulting staff regarding the individual needs of each child. Assist teacher with preparation for family-staff conferences.
6. Actively participate in agency, program, and center meetings.
7. Make constructive use of individual and peer supervision.
8. Complete 30 hours of relevant training and on-going professional development in child-development and education related topics.
9. Develop and implement a plan to achieve a Bachelors degree in Early Childhood Education or a Bachelors degree in a related field with completion of no less than 24 semester hours of coursework in Early Childhood Education and/or pursue ongoing professional development through attending relevant workshops and conferences
10. Contribute to the overall success and quality of the program and agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
11. Assist in publicizing agency programs and educating others about the agency and its services.
12. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
13. Other duties as assigned.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children's Friend and Service.

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Employee Signature

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Date