



Position title: Part-Time Teacher Assistant

Reports to: Education Services Manager

Classification: Non-Exempt

Job Summary:

The Teacher Assistant under the supervision of the Teacher is responsible for creating a supportive and enriching learning environment for preschool children in accordance with NH State Child Care Licensing Rules, Head Start Performance Standards and NAEYC Accreditation Standards. SCS Head Start Teachers will use and implement the Creative Curriculum to fidelity and the Pyramid Model to develop meaningful relationships with children and their families.

Essential Functions:

- Adhere to the Active Supervision Policy
- Maintain Confidentiality always
- Abide by NAEYC Code of Ethics
- Implement the Pyramid Model Framework
- Assist the Teacher in implementing the Creative Curriculum to fidelity and with intentionality.
- Support the Teacher by performing all duties to in accordance with all standards i.e.: NH State Child Care Licensing, Head Start Performance Standards, SCS Head Start Policy and Procedures and NAEYC Accreditation Standards.
- Work collaboratively with the teacher to perform ESI screenings and meet all child screening deadlines.
- Collaborate with the center team to initiate and participate in Child and Family Reviews, Care Planning and Learning Prescriptions.
- Demonstrate professionalism and collaboration with all children, families, SCS staff and any other community partners on or off site or in the classroom.
- Participate in Pre-service, Post-Service, Professional Development opportunities, monthly Education Services Meetings, Classroom Monthly Report Meetings, weekly Center Staff Meetings. (When hours allow for it)
- Attend Home Visits only when needed. (As a second person).
- Perform other essential duties and responsibilities as assigned.

Competencies:

- Teamwork and Collaboration: Ability to work effectively with others, using open and honest communication to achieve our mission and vision for children and families
- Trustworthy: Proven, reliable, honest individual full of integrity who can be counted on to do what they say they will do.

- **Adaptability and Flexibility:** Able to change direction as priorities shift and thrive in environments that require the ability to adapt to changing circumstances. Examples of this would be when policy is changed, when staffing does not meet ratio requirements, and the needs of children and families need something different than they are currently being provided.
- **Compassion:** Ability to show empathy and understanding for other people from all walks of life. Understand and respect each staff members and family's values and norms.
- **Creativity and Innovation:** The ability to introduce and embrace new or novel concepts or ways of doing things. Take an idea or an instruction and positively implement it into your work.
- **Dependability:** Fulfills commitments consistently and can be counted on to do what they agree to do. Is present at work on a regular basis.
- **Judgment:** Ability to weigh alternative actions and make appropriate decisions that incorporate opinions, facts, tangible and/or intangible factors.
- **Managing Multiple Priorities:** The ability to rank and accomplish projects and tasks that have similar or identical due dates.

Desired Qualifications:

- Minimum of an associate degree in ECE or an associate degree in a related field with 12 credits related to Early Childhood Education and a minimum of 12 Early Childhood Education (ECE) Credits. Must be able to produce documentation of education before start date.
- Must pass finger printing and criminal record check before hire.
- Certification in child first aid and CPR (program will provide upon hire)
- Classroom experience with pre-school children (Head Start experience preferred)

Print name

Signature

Date