

**GREEN HILLS HEAD START PROGRAM
JOB DESCRIPTION**

I. JOB TITLE: Teacher Aide

II. JOB DESCRIPTION:

This is a non-professional position responsible for aiding the teacher in child development and center management. The Teacher Aide is directly responsible to the teacher.

III. EXAMPLES OF WORK PERFORMED AND CONDITIONS:

- a. Assists the teacher in planning, executing, and evaluating developmental experiences of the children in the classroom and lunchroom, on the playground, and on field trips.
- b. Assists the teacher in managing the operation of the center.
- c. Assists in the supervision of Head Start children.
- d. Reinforces positive behavior by maintaining consistent limits and realistic expectations, anticipating problems, redirecting children, and promoting each child's self-esteem.
- e. Assists parents and volunteers as needed and as directed by the teacher.
- f. Assists in maintaining records at the center as directed by the teacher.
- g. Performs janitorial duties at the center as directed by the teacher.
- h. May engage in visits at the homes of children as directed by the teacher.
- i. May publicize and explain the Head Start Program to citizens, organizations, and agencies in the county in which the center is located as directed by the teacher.
- j. Engages in a variety of specific tasks related to child development as directed by the teacher.
- k. Performs all duties in the spirit of cooperation and teamwork with other staff members.
- l. Participates in workshops, in-service training opportunities and formal education classes as planned and considered applicable to the execution of work duties.
- m. Required to obtain/maintain a (CDA) [Child Development Associate Certificate](#).
- n. Required to maintain current health requirements of an annual T.B. Tine and physical.
- o. Needs to be able to lift 40 - 50 pounds.
- p. Performs other duties related to center activities as may be assigned by the teacher.

IV. QUALIFICATIONS:

Must have an interest in children and the ability to receive instructional direction from the Teacher.

Must have a high school diploma or equivalent; some college preferred.

[Must obtain a CDA credential within two \(2\) years from the date of hire.](#)

V. SALARY ENTRY LEVEL: Chart I