

# **JOB DESCRIPTION**

**PROGRAM:** Head Start  
**JOB TITLE:** Teacher Assistant Floater  
**PAY GRADE:** HS-5

## **JOB SUMMARY**

This specialized position includes placement in various program locations based on program need, as determined by the Deputy Director, Preschool Center-based. Under the supervision of the teacher, provides a safe and nurturing environment, responsive care, and high-quality individualized learning experiences to a group of young children. Uses age-appropriate materials and evidence-based best practices to support children's growing social, emotional, intellectual, language, motor, and cognitive competencies. Replaces a Teacher Assistant in his/her absence. Provides additional Positive Behavior Intervention and Support in the classroom setting. Establishes and maintains positive and productive partnerships with the children's families, community partners, and Head Start staff. Complies with Head Start Performance Standards, the Head Start Act, and other applicable regulations and laws. Adheres to early learning and family support principles.

## **SUPERVISORY RELATIONSHIPS**

**REPORTS TO:** Deputy Director, Preschool Center-based  
**SUPERVISES:** In Teacher's absence, Classroom Aide, Substitutes

## **QUALIFICATIONS**

- ☐ Child Development Associate Credential (CDA) in the Center-Based Setting or high school diploma or GED certificate and willingness to obtain CDA within two (2) years of hire, unless funding requires CDA upon employment;
- ☐ Minimum of one year of experience working with young children; and,
- ☐ Bilingual English-Spanish desirable.

## **GENERAL REQUIREMENTS**

- ☐ Valid driver's license and reliable transportation, with appropriate insurance coverage, available daily;
- ☐ Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check prior to hire and Motor Vehicle Record check;
- ☐ Mandated Reporters of Child Abuse training completed within 30 days of hire;
- ☐ Physical examination prior to employment;
- ☐ Tuberculosis test prior to employment;
- ☐ Physical ability to perform essential job functions without any health restrictions, including the ability to sit for long periods of time, stand, lift and carry up to thirty pounds, have unrestricted use of the upper body, corrected or uncorrected hearing and vision within normal range, and a clear speaking voice, and other abilities necessary to ensure child safety in the classroom, other group areas, and when in the community, such as but not limited to the following:
  - Ability to bend, squat, reach, kneel, and climb stairs.
  - Ability to move from a sitting to standing position quickly, safely, and without difficulty.
  - Ability to chase an eloping child.
  - Ability to join the children's active play including jumping and running indoors and outdoors.

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- Ability to assist children with diapering, toileting, and changing of clothing requiring lifting, bending, and squatting.
- ❑ Current PedFACTS (Pediatric First Aid) and CPR certification;
- ❑ Ability to assume all teacher job responsibilities in teacher's absence;
- ❑ Travel to classroom sites based on program need;
- ❑ Nontraditional work hours, as required, including, but not limited to, evenings and weekends; and,
- ❑ Job-related training, as assigned.

**SPECIFIC DUTIES**

❖ **Curriculum and Environment**

- Support social and emotional development of children by building trusting relationships with each child, fostering independence and self-control;
- Implement positive behavior interventions and support;
- Involve children in all phases of self-care (dressing, eating, toileting, and so on);
- Utilize appropriate group management techniques;
- Eat with children, model proper table manners, encourage conversation, and share the same menu;
- Exercise authority without undermining child's self-worth;
- Use non-punitive ways of dealing with inappropriate behavior;
- Maintain a safe, attractive, multisensory, well-organized classroom that reflects each child's developmental level and learning style;
- Keep materials sanitized, in good repair, and stored in a safe, orderly fashion;
- Assist with implementation of developmentally and culturally appropriate, child-focused curricula and activities to meet children's individual cognitive, physical social-emotional, language, and learning style;
- Use space, materials, and routine as resources to encourage active exploration and physical, cognitive, and social-emotional development;
- Assist in implementation of flexible daily schedule based on routine care and the developmental needs of each child;
- Plan and implement a balanced health and nutrition program;
- Establish and maintain daily health routines with children, including toileting, diapering (if applicable), tooth brushing, and hand washing;
- Adapt the classroom environment and curriculum to meet the individual needs of all children, including children with disabilities;
- Provide constant supervision, ensuring the safety of every child;
- Encourage children to follow safety rules;
- Assist in maintaining emergency information, and initiate emergency action when necessary; and,
- Help prepare materials, bulletin boards, and learning activities.

❖ **Family Engagement**

- Initiate and maintain collaborative partnerships with parents based on mutual trust and respect;
- Promote parent engagement in program planning, implementation of services, and individualization of services for their children;
- Encourage and support parent participation in parent meetings, Policy Council, and other parent decision-making and governance functions;
- Make periodic home visits with the Teacher; and,

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- Maintain regular communication with parents during daily drop-off and pick-up.

❖ **Program Operations**

- Assure consistent implementation of program policies, procedures, and practices;
- Report suspected child abuse or neglect; and,
- Document daily observations.

❖ **Staff Development**

- Assume responsibility for ongoing personal professional growth and development;
- Attend meetings, trainings and conferences as required; and,
- Perform all other tasks, as assigned.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

❖ Knowledge of the following:

- Head Start Performance Standards, the Head Start Act, and other applicable regulations and laws;
- Growth and development of preschool children;
- Relevant Pennsylvania regulations and their application, especially child abuse and neglect requirements for mandated reporters;
- Issues facing low-income families, with special appreciation for the demands placed on young children and their families; and,
- Early childhood safety standards, areas of potential concern and their resolution.

❖ Skill in the following:

- Working collaboratively with other members of the team;
- Building positive relationships with children, parents, families and guardians, community partners, and colleagues;
- Use of tracking and reporting systems;
- Oral communication, such as speaking, listening, and interviewing;
- Written communication, including knowledge of English grammar, spelling, and punctuation;
- Use of a keyboard and personal computer; and,
- Use of Microsoft Office Suite, including, but not limited to, Microsoft Word, Excel, Access, Power Point, and Publisher components.

❖ Ability to do the following:

- Develop consistent, stable, and supportive relationships with young children, including those with disabilities;
- Support parents as the child's first and most important nurturer and teacher.
- Work cooperatively with others;
- Understand and follow oral and/or written instructions, some of which may include multifaceted procedures;
- Collect, organize, record, and process information quickly and efficiently;
- Prepare and maintain written records;
- Be creative, resourceful and flexible;
- Recognize emergencies and take action if necessary;
- Be sensitive to the needs and concerns of low-income families;
- Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
- Project a positive image of the program and the agency;
- Work independently of direct supervision;
- Maintain confidentiality and a professional demeanor at all times; and,
- Follow Head Start Code of Conduct.