

Head Start is accepting applications for classroom Teacher Assistants. The positions are located in Virginia and Hibbing. Starting wage: Teacher Assistant 2: \$13.43/hr; Teacher Assistant 1: \$12.46/hr. Apply by July 21, 2017. Please apply at: [www.aeoa.org/Careers Tab/View All Jobs/Head Start](http://www.aeoa.org/Careers Tab/View All Jobs/Head Start).

### **Teacher Assistant**

2017-HS-013

Responsible for assisting the Head Start Teacher with all aspects of the classroom.

#### Duties and Responsibilities:

- Assists in the management of the site in its entirety and maintains compliance with federal performance standards and state licensing requirements
- Responsible for ensuring the safety of all children through the compliance of Head Start policies and procedures
- Responsible for the food program and meal requirements
- Assists in the individualized and quality care of children
- Assists with planning and implementation of the designated curriculum
- Assists with all child screenings and ongoing assessments
- Assists substitute teaching staff
- Assists with child and family outcomes as mandated by federal, state, and local regulations
- Assists with the implementation of home visits, conferences, field trips, and transition meetings
- Responsible for timely documentation of all required program data
- Assists children in a bus aide capacity on scheduled program transportation routes when assigned

#### Qualifications:

- High School graduate or GED and minimum 18 years of age
- Prefer Early Childhood education and work experience
- Possess current First Aid/CPR certificate or willing to obtain
- Ability to pass a background study
- Required to enroll in Child Development Associate Program (CDA) after completing six (6) month probation
- Regularly lifts 50 lbs., and occasionally more, and is able to kneel, bend, stoop, and sit on floor to attend to the children's needs

#### Needed Attributes:

- Awareness of, sensitivity to, and ability to work effectively with young children and families from a variety of social, cultural, and economic backgrounds
- Communicates effectively, both verbally and in writing
- Ability to work independently and as a team member
- Possess computer/technology skills

Full-time, M-F, 38 hours/week, 36 weeks