Full-time Teacher Assistant position working with pre-school children in a Hibbing Head Start classroom. Starting wage: $13.16/hour; 31 hours/week. Please apply by March 15, 2020, at www.aeoag.org/Careers tab/Education. AA/EOE

**Teacher Assistant I**
2020-HS-010

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 on-going 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, Monday-Friday, 31 hours/week, 35 weeks