

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

CENTER BASE TEACHER ASSISTANT/HOME VISITOR

Supervisor: Teacher/Team Leader

Subordinates: None

Classification: Coordinator II

Exempt Status: Non-exempt

Terms of Employment: Seasonal/Regular Full-time

Job Goal: To work cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the Head Start/OPP program in order to meet the cognitive, emotional, social, and physical needs of children and families.

Essential Responsibilities:

1. Assist Teacher in preparing, implementing, and evaluating daily classroom activities.
2. Assist Teacher in ensuring that children are taught, and supervised in a consistent manner.
3. Assist the Teacher in maintaining a safe and healthy environment and share the responsibility of maintaining orderliness and cleanliness in the classroom, to include janitorial duties as assigned by teacher to include but not limited to sterilization of toys, sweeping and mopping of classroom and bathroom floors, cleaning and sterilization of toilets and sink.
4. Assist in planning and involving the children in the preparation and clean up of nutritious activities and at meal time.
5. Assist with daily personal hygiene of the children such as tooth brushing, toileting, hand washing, and resting.
6. Assist in providing appropriate care for children with disabilities.
7. Attend monthly Center Day activities, contributing relevant Education component information.
8. Encourage parents to attend monthly Center Day.
9. Take responsibility for the children when the Teacher is not present.
10. Give input to teacher for Parent/Staff Conferences two times per year.
11. Give input to teacher for Comprehensive Staffing and the development and evaluation of individual children's goals, two times per year.
12. Utilize the teacher, other staff, and resource library for technical assistance.
13. Maintain an adequate social services referral system for coordinating the resolution of family needs and goals.
 - a. Refer families to appropriate agencies and follow up on referrals.
 - b. Orient and provide information to parents regarding social services and community resources.
 - c. Make home visits with each family for the completion of the Family Partnership agreement and follow up on goals established.
 - d. Assist families in identifying resources for resolving emergent social service needs and follow up with families on the appropriateness of the resources.
 - e. Provide assistance to center teams for involving parents in agency programs.
 - f. Provide assistance to center teams for involving males/fathers in the agency program. Utilize the teacher, other staff, and resource library for technical assistance.

14. Bus Monitor Responsibilities

- a. Ensure that all child restraints are properly installed on the bus.
- b. Ensure safety restraints are fastened and kept fastened during route.
- d. Assist with boarding and exiting the bus.
- e. Assist with monthly evacuation drills and in the event of an emergency.
- f. Assist driver in ensuring that children are taught and supervised in a consistent manner on the bus.
- g. Assist with post trip of bus to ensure all students have departed from bus
- h. Assist with the delivery of take home materials.

Qualifications:

1. The ability to obtain a CDA and SSCBT certificate within one year of hire. One year experience in a preschool related program and/or one year experience in Early Childhood Development.
2. Current physical examination and TB screen documentation upon hire
3. Adequate means of transportation
4. Head Start experience
5. Current CPR/FA cards
6. Community service experience
7. Preschool/child development experience
8. Multi-cultural experience

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. *Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. *Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. *Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.

8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
10. Set up a classroom which requires moving of tables, chairs, shelves etc.
11. Sit in a child-sized chair.
12. Instructs others in a classroom setting.
13. Perform occasional cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer