

**BEAUFORT JASPER EOC  
HEAD START PROGRAM  
JOB DESCRIPTION**



<b>POSITION TITLE</b> Teacher Assistant		<b>STATUS</b> Non-Exempt
<b>COMPONENT</b> Education	<b>SUPERVISOR</b> Center Manager	<b>PROJECT</b> Head Start

**GENERAL RESPONSIBILITY:**

Teacher Assistant is responsible for ensuring the care and education of a group of children as part of a teaching team. Assist with the planning and implementation of the curriculum and coordinates all classroom activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in creating and maintaining an appropriate, safe, and healthy learning environment for Early Childhood Preschool children.
2. Assists in developing individualized lesson plans.
3. Assists in developing individualized Instruction in both large and small group settings.
4. Assists in conducting daily ongoing assessments of the children and analyzing data for planning.
5. Assists in posting the necessary health and safety information for classroom and playground
6. Assists in coordinating child and family communication with Family Services.
7. Assists in conducting a minimum of two home visits and two parent conferences per year.
8. Participates in all mandatory workshops, in service trainings, conferences and occasional over-night training.

**The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.**

**FRINGE BENEFITS:**

All employees are eligible after completing ninety-day probationary period.

1. Annual Leave, Sick Leave, Health Insurance (including medical and dental plan), and Pension/Retirement Plan.

**QUALIFICATIONS:**

Associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children. CDA (Child Development Associate) credential, and have been trained (or have equivalent coursework) in early childhood development; and such teaching assistants have been trained (or have equivalent coursework) in early childhood development. Sit on floor and interact with children. Good verbal and written communication skills. Visually observe and hear children from all areas of the classroom and playground from at least 70 ft. Must be at least 18 years old. Lift at least 25 lbs. Must possess a valid driver’s license and access to own vehicle.