# Classroom/Teacher Assistant
## Position Description

<table>
<thead>
<tr>
<th>Job Titles:</th>
<th>Classroom/Teacher Assistant</th>
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</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>13</td>
</tr>
<tr>
<td>Pay Range:</td>
<td>Min. $9.51, Max. $14.26</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Designated Supervisor</td>
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<tr>
<td>Latest Review:</td>
<td>July 2019</td>
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</tbody>
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### Primary Purpose:
Participate in delivery of early childhood education services which encourage parent involvement and maximize early childhood development.

### Specific Duties & Responsibilities:
1. Engage in active play with children in the classroom activities and field trips under the direction of the Teacher(s).
2. Actively engage with children throughout the day.
4. Ensure meals & snacks are provided in a family style environment according to procedure.
5. Accurately complete and submit all required forms and reports in a timely manner.
6. Function as a substitute teacher as often as needed.
7. Implement child supervision, Early Head Start and Head Start readiness goals, & discipline policies.
8. Participate in activities which promote cultural diversity awareness, ethnic pride, and kindergarten readiness.
9. Work with individual and small groups of children as assigned by teachers.
10. Work with contracted transportation staff to ensure the safe arrival and departure of children to and from home.
11. Embrace the confidentiality policy of the Agency by protecting the dignity of customers and not divulging information about children, families, other employees of the Agency to anyone other than the persons who are authorized to receive such information.

### Required Knowledge, Skills & Abilities:
1. Requires a high school diploma or GED, and the willingness to pursue a CDA credential within one year of employment. Classroom Assistants are also encouraged to pursue an Associates Degree for potential future promotion to a Teacher position.
2. Interpersonal skills to relate well to children, coworkers, parents, and the community.
3. Requires the ability to overnight or longer travel to meetings, training, or work sites as required.
4. Must pass all criminal background clearances.
5. Ability to speak Spanish desired.

### Mission Statement:
Provide information, training, education, and other services that engage and empower families and communities to become self-sufficient.
Duties & Responsibilities Cont.:

12. To monitor one’s own job performance, follow agency procedures, standards of conduct and confidentiality by providing high quality early childhood services, completing all record keeping and reporting requirements in a careful and accurate manner, acting with professionalism with customers and staff.

13. Actively participate in carrying out the mission of the agency by participating in training and staff meetings.

14. Perform other duties as assigned.

Desired Outcomes:

1. Preschool children are provided with a learning environment which is conducive to growth and development.

2. Education staff works cooperatively with all other agency staff to ensure seamless services to early childhood education recipient families.

This position description is intended as a guideline and is not intended to be all inclusive or exact, or construed as an expressed or implied contract. Changing business needs require revisions to job specifications and ECICAA reserves the right to change or modify position requirements at any time.

I have read, understand and have received a copy of the Job Description for my position.

__________________________________________  __________________________
Employee Signature                      Date