

teaching and assisting children with the correct safety procedures for boarding and exiting a bus, evacuation drills, and identifying danger zones around the vehicle.

- Walk to the back of the bus to ensure that all children have exited from the bus after every route Assist the driver as needed in maintaining a neat and clean vehicle.
- Provide coverage for other staff for absences, meal and rest breaks.
- Document In-kind activities, services, and/or goods.
- Other duties as assigned.

Job Scope:

Work is generally recurring with occasional variations from the norm. Job complexities are a result of the varying rates of development of young children and require the ability to make independent decisions. Position operates under moderately high level of supervision. Decisions are made within the scope of MCCC guidelines and the Federal Head Start Performance Standards. Errors in work can negatively affect a student's development and the reputation of MCCC within the community.

Supervisory Responsibility:

The Teacher Assistant does not supervise other employees or volunteers; they do however on a regular basis supervise young children, ensuring their safety and security.

Interpersonal Contacts:

Contacts are most often with small children, parents and other staff. The Teacher Assistant initiates the majority of the communication, which is generally face-to-face. E-mail, postal mail, telephone and texting are also common forms of communication. Communication may contain confidential, sensitive information including health, behavioral or other personal data.

Specific Job Skills:

- Knowledge of Federal Head Start Performance Standards and MCCC programs.
- General knowledge of child development.
- Knowledge of community resources for children and parents.
- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff and the community.
- Ability to function effectively as a team member, working with other staff, volunteers, and parents.
- Ability to present educational materials in front of a classroom and/or in small groups.
- Ability to supervise and maintain control of a group of young children, including the ability to persuade and resolve conflicts.
- Ability to maintain the safety of the environment and children through visual, auditory, and smelling senses; knowledge and ability to implement safe bodily fluid handling practices.
- Keyboarding skills, computer literacy and familiarity and/or ability to learn/use various applications such a database, word processing, e-mail and internet.

- Ability to perform basic math (add, subtract, multiply and divide).
- Ability to use independent judgment and make decisions.
- Ability to maintain confidentiality and use discretion when appropriate.
- Record keeping and organizational skills.
- Effective written and verbal communication skills.
- Ability to stand, sit, walk, lift, squat, twist, turn, push, pull, reach and use hands on a daily basis.
- Ability to work and communicate with small children at their “close-to-the-ground level,” often for an extended period.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Ability to occasionally lift, move up to 50 pounds.
- Ability to effectively communicate with individuals speaking other languages; Bi-lingual and bi-literate (English/Spanish) preferred. Some locations may require bi-lingual skills.
- Knowledge of, or ability to learn, appropriate installation and use of Child Safety Restraint Systems (CSRS) as needed.

Education and/or Experience:

- Current Infant/Child CPR and First Aid certifications and Food Handler’s Permit.
- High School diploma; Child Development Associate Credential preferred.
- Required to have or obtain a Child Development Associate Credential; be enrolled in a program leading to an associate or baccalaureate degree; or be enrolled in a Child Development Associate credential program to be completed within two (2) years.
- One year experience working with young children in a classroom/childcare setting.

Job Conditions:

Work generally takes place in a classroom setting during daytime hours indoors and outside as weather permits. The Teacher Assistant may be exposed to various childhood health conditions (colds, flu, parasites, etc.) and bodily fluids. Occasionally meetings occur in the evening.

I acknowledge that I have received a copy of this Job Description. I understand and recognize my responsibilities listed within this Job Description.

Print Name

Signature

Date