

## APPLICATION COVER SHEET

**Job Title:** NMCDC – Head Start Teacher Assistant

**Wage:** Level I \$12.95 – Level II \$13.53

**Hours:** 30-40 per week, 30-40 weeks per year

**APPLICATION DEADLINE:** 5:00 pm, Tuesday, August 20<sup>th</sup>, 2019

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### PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. COMPLETED APPLICATION COVER SHEET
4. COMPLETED AND SIGNED DISTRICT 4 HRDC EMPLOYMENT APPLICATION
5. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

**POSITION SUMMARY:** Assist NMCDC teachers with all aspects of education and care, including, but not limited to; planning, implementing, and supervising all classroom educational activities for children ages 0-5. Assisting with routine care giving tasks such as feeding and diapering; and regular cleaning tasks such as disinfecting toys. Prepare environment for planned activities.

### MAJOR RESPONSIBILITIES:

1. Assist teacher in carrying out goals, policies, and activities designed to implement educational objectives according to applicable regulations. Such as Head Start Program Performance Standards, Head Start ACT, CLASS, School Readiness Goals, Head Start Early Learning Outcomes Framework, etc.
2. Use feedback from the Classroom Assessment Scoring System (CLASS) observation to foster self-improvement and learning in order to promote effective, engaging interactions with children.
3. Apply professional principles and judgment to provide a learning environment that promotes school readiness and is aligned with program school readiness goals and the Head Start Early Learning Outcome Framework (ELOF).
4. Apply professional principles and judgment and advanced trouble shooting analysis to guide children's behavior using positive discipline techniques under guidance of the teacher.
5. Assist teacher in implementing parent involvement in educational activities of the program to enhance their role as the child's first teacher.
6. Discuss with teacher the daily lesson plans and gather supplies, equipment, and materials to set up environment and activities.
7. Assisting with routine care giving tasks such as feeding, diapering, wiping noses, dressing, etc.
8. Clean and disinfect toys and equipment weekly or more often as needed.
9. Change out toys and equipment as needed under guidance of teacher.
10. Must receive at least 15 hours of professional development per year.

### ADDITIONAL RESPONSIBILITIES:

1. Assume teacher role in his/her absence.
2. Help in other areas such as teacher, kitchen, transportation, etc. as needed.

3. Assist teacher in documentation of child's progress towards established goals and maintenance of classroom records.
4. Participate in parent/teacher conferences and home visits as requested by teachers.
5. Assist teacher in coordination with other focus areas (health, administration, family involvement) to implement program goals.
6. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**1. Teacher Assistant Level I\*:**

- Must be 18 years old or older
- High School diploma or high school equivalent (GED or HSE)
- Must complete a child development associate credential program within 2 years.
  - i. **HS Teacher Assistant specific:** Preschool CDA
  - ii. **EHS Teacher Assistant specific:** Infant Toddler CDA

**2. Teacher Assistant Level II\*:**

- Must be 18 years old or older
- High School diploma or High School Equivalency
- Six months experience in an Early Childhood Education setting
- **Head Start Teacher Assistant specific** --Preschool Child Development Associate Credential (CDA) or equivalent of Preschool CDA
- **Early Head Start Teacher Assistant specific** - Infant Toddler Child Development Associate Credential (CDA) or equivalent of Infant Toddler CDA

\*Qualifications will be determined upon review of official academic transcripts and other valid documentation of experience and education.

**ADDITIONAL INFORMATION –**

1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
3. *Occasional travel for trainings may be required.*
4. **EXCELLENT BENEFITS ARE PROVIDED BY HRDC.**
5. *Background Check required before applicant is hired.*
6. *Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*
7. *Application will be rejected if incomplete or unsigned.*

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