



JOB DESCRIPTION

Early Head Start Teacher's Aide

TITLE: Early Head Start Teacher's Aide

DEPARTMENT/PROGRAM: Early Head Start

REPORTS TO: Vice President of Educational Programs/Director of Early Head Start

TYPE: Full-time contractual (independent contractor)

SCHEDULE: 37.5 hours per week, Monday - Friday

BENEFITS: Employer paid tuition for Child Development Associate (CDA) credential, on-the-job training, and valuable hands-on experience in early childhood education

Summary

We are looking for a competent Early Head Start Teacher's Aide for the Early Head Start program at Franklin Wright Settlements, Inc. The Early Head Start Teacher's Aide must be professionally prepared and qualified to work with very young children and their families in a culturally relevant manner. They must have knowledge of infant/toddler development, Preschool development, Early Head Start requirements, and supervisory skills. They must always conduct themselves in a professional manner.

Under the direction of the Vice President of Educational Programs/Director of Early Head Start, the Early Head Start Teacher's Aide will be responsible for performing duties in accordance with the standards, policies, and procedures of Franklin Wright Settlements, Inc., the state of Michigan Child Care Licensing Division, and compliance requirements of program funders.

Tasks and Responsibilities

- Assistants are responsible for helping the teacher with class instruction and other duties.
- Duties include working with small groups of children to reinforce lessons and

providing one-on-one instruction to students and supervising students in the classroom.

- Teaching assistants may also assist the teacher with grading homework, preparing lessons and taking attendance.
- Ability to work specifically with students who have disabilities or other special needs, such as inability to speak English.
- Assist with maintaining a safe, healthy classroom environment appropriate for infants/toddlers, and cleanliness of the facilities.
- Work in collaboration with lead teachers and families to develop individual goals for all children.
- Treat children and families with dignity and respect.
- Help children develop social awareness appropriate for their age and developmental level.
- Possess knowledge of the Early Head Start program and be able to communicate the information to families and community.
- Assist lead teachers with supervision of children to ensure the smooth coordination of all classroom activities, staff, and student interrelationships.
- Attend all staff meetings, in-service trainings, and required trainings (CPR, CAIN, Food Handlers', etc.) each school year.
- Actively participate in recommended trainings/classes for ongoing professional development and be able to share new information with staff.
- Provide for the physical needs of infants/toddlers, including diapering and feeding.
- Report to work at scheduled times and maintain a good attendance record to ensure program stability and continuity of care.
- Performs duties in a timely and professional manner and participates in all program activities as requested.
- Must be able to lift and carry a child 20+ pounds.
- Must be able to handle moderate lifting of 15-40 pounds, moderate carrying over 10 pounds, light carrying under 10 pounds, and occasional lifting up to 50 pounds.
- Must have ability for daily kneeling, stooping, bending, and sitting on the floor to attend to children.
- Availability to assume other duties as specified by the Director or designee.

Qualifications

- High school diploma or GED.
- A physical exam with results in letter form that states applicant is free of communicable diseases (Negative TB test).
- No prior convictions of child-related offenses or any felonies. Background check to be conducted prior to employment date.
- Communication skills: both verbal and written is necessary.
- Ability to assist and supervise infants/toddlers and ensure a safe learning environment including the ability to monitor and always respond in classroom and outdoor play areas. This includes the physical ability to move quickly, keeping in visual contact, and assess

situations with good judgment.

- Ability to help supervise, guide, and facilitate learning for infants and toddlers.
- Ability to respond appropriately (both mentally and physically) to an emergency or crisis situation.
- Ability to display empathy, maturity, and professionalism to relate well to infants, toddlers, and adults.
- Follow chain of command for all conflict situations.
- Maintain confidentiality at all times.

For consideration, please send resume to ndorsey@franklinwright.org

Equal Opportunity Employer

