

# Institute of Community Services, Inc.

## Job Description

Job Title: Teacher Assistant  
Classification: Non-exempt  
Hours: 8:00 a.m. - 3:00 p.m.  
Working Weeks: 35

### I. General Duties:

To assist in the implementation of the education and early childhood development program as required by ACF in the Head Start centers as assigned by the child development director

### II. Specific Duties:

1. Plans virtual activities with the teacher that are developmentally appropriate.
2. Assists in providing learning activities that reflect the curriculum units.
3. Assists in planning weekly communication with families about individual student progress.
4. Assists in administering the developmental screening and behavioral screening within the allocated time allowed for each child's enrollment.
5. Gives input into virtual weekly lesson plans.
6. Refers children with suspected problems to the teacher.
7. Completes the weekly virtual tasks jointly with the teacher.
8. Assist the teacher in conducting and documenting two (2) virtual home visits as required by the agency.
9. Assist the teacher in conducting and documenting two (2) virtual parent conferences as required by the agency,
10. Maintains a portfolio on each enrolled child assigned to their classroom.
11. Attends all agency required virtual trainings.
12. Completes contact hours (20) in Early Childhood Education to improve skills and knowledge relating to school readiness.
13. Assist the teacher in administering the Learning Accomplishment Profile: Birth to Kindergarten Assessment (LAP-BK) 3 times yearly.

### III. Supervisory Control:

The teacher assistant is directly responsible to the center director for center operations, and ultimately responsible to the child development director for service area operations.

The teacher assistant's performance is monitored twice per evaluation period by the child development specialist. The teacher assistant is evaluated annually by the center director and child development specialist. The teacher assistant may be informally evaluated on the job at any time deemed necessary. The evaluation results are reviewed by the child director.

IV. Other Significant Facts:

- Must receive annual physical examination
- Must have reliable transportation
- Must have proof of current automobile liability insurance on file in the business office

V. Qualifications:

Minimum requirement: An associate degree in early childhood or another area, college hours, A CDA in infant/toddler or pre-school, or a high school diploma. Must be willing to enroll in a pre-school CDA program, acquire a degree or 18 hours in Early Childhood within two years of hire.

All employees are hired at will and pleasure of ICS, Inc. Nothing contained in our policies and procedures shall be construed to create any type of employment other than "at will", nor shall anything herein create any property rights in employment or benefits. Employees not working under an employment contract are deemed to be "at will." "At will" employees may resign at any time or be terminated for any reason, so long as it's not illegal; ICS, Inc. reserves the right not to recall employees after lay-off periods due to budgetary constraints, reduction in workforce, performance evaluations, etc.