

## Teacher Assistant

**Division:** Early Childhood  
**Department:** Head Start  
**Supervisor:** Teacher  
**FLSA Status:** Non Exempt - Union

### Job Mission:

Works cooperatively with and assists in the implementation of the Head Start Program. Assists in preparing the children and families by meeting program goals, including family, health and school readiness. Assists in meeting individual needs of children and families. Performs related duties as assigned, in accordance with the Health and Human Services, Administration for Families and State of Michigan licensing requirements.

### Performance Standards:

1. Assist in providing children with developmental experiences in approaches to learning, social emotional, language and literacy, cognitive and perceptual, motor and physical development. In an environment of multi-cultural experiences through daily lesson plans and classroom activities. To make appropriate referrals for follow-up of children as needed which includes children with special needs.
2. Assist classroom teacher in developing and implementing lesson plans which includes individualization for children with an Individual Education Plan (IEP).
3. Assist classroom teacher in documenting children's educational experiences in the Child Observation Record (COR).
4. Maintain constant active supervision with all children in the classroom.
5. Carry out all other duties as directed by supervisor.

### Qualifications:

1. High School Diploma or GED required. As a condition of employment, an employee must be willing to enroll in a Child Development Associate (CDA) credential program upon employment and successfully complete the certification within **two (2) years of employment**, per the Head Start Act.
2. Must be able to meet physical demands of the job.
3. Valid Michigan Driver's License and reliable transportation required.

### Hours & Wage:

\$12.15 per hour – *High School Diploma*  
\$12.40 per hour- *Child Development Associates Degree (CDA)*  
40 hours per week; 44 weeks per year

**Job Title:** Teacher Assistant(Head Start & GSRP)

**Division:** Early Childhood

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	1	This position varies daily, driving to multiple sites and several floors.
Stand	2	Picking up of children, supplies
Walk	4	Interactions with children, families and staff on a daily basis.
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	Yes	in classroom/activities with children and parents
Reach above	Yes	to get books/binders/supplies
Crouch	Yes	low files/mailboxes/working with children
Balancing	Yes	working with children
Squat	Yes	working with children
Climb	Yes	climbing stairs
Shoulder level	Yes	to get books/binders/supplies/files
Kneel	Yes	speaking/working with children
Pushing	Yes	pushing carts of supplies, files, donations, meeting items

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	

**Date:** December 3, 2021