



Position title: Part-Time Teacher Assistant

Reports to: Education Services Manager

Classification: Non-Exempt

#### Job Summary:

The Part-Time Teacher Assistant (PTTA), under the direction of the Teacher, is responsible first for knowing and implementing the SCS Head Start Active Supervision Policy to ensure the safety of all children. The PTTA will create a warm, caring, safe, supportive, and developmentally appropriate learning environment for all preschool children in accordance with the NH State Child Care Licensing Rules, Head Start Performance Standards, and NAEYC Accreditation Standards. The PTTA will practice intentionality in their individual and whole group interactions with children when implementing the Creative Curriculum.

The PTTA will be sure their classroom uses a standard array of required tools to implement the Pyramid Model. An example of the tools are as follows: Tucker the Turtle, the daily Visual Schedule, Solution Kits, and the Pom-Pom Jar. The PTTA will work collaboratively with the families, the center staff, and the Education Services Manager to be sure the Pyramid Model is being implemented to fidelity.

Respecting the fact that parents are their children's first teachers, the PTTA builds relationships with the child's family, creating a team that will advocate for the child, ensuring they will receive all the support and services needed. The PTTA will support the full-time Teacher and Teacher Assistant to ensure all screenings are completed within the time limits directed by the performance standards and will follow the individual screening expectations. The PTTA will add their input through the Teacher for discussions with parents and for child and family reviews. The PTTA collaborates with all staff and is responsible for knowing and implementing curriculum that encourages kindergarten readiness activities that are aligned with SCS Head Start's kindergarten readiness goals and the transition to kindergarten.

The PTTA is responsible for maintaining and updating the documents required by licensing and Head Start Performance Standards in their licensing binder. The PTTA will attend weekly staff meetings, monthly education meetings, and professional development opportunities. The PTTA will be expected to meet with the Education Services Manager four times per year.

The PTTA is expected to have a kind, flexible, and patient demeanor. They should demonstrate a positive attitude and self-reflection skills and be able to work in a team setting. The PTTA will have an empathetic understanding of people from all cultures, socioeconomic statuses, and educational experiences. They will be able to communicate respectfully and effectively with families, peers, service providers, volunteers, managers, and community partners with confidence, and clarity while always maintaining confidentiality.

The PTTA is expected to perform other essential duties and responsibilities as assigned.

#### Essential Functions:

- Responsible for adhering to the Active Supervision Policy, the Part-Time Teacher Assistant will create a safe and nurturing environment and maintain a high-quality learning environment to meet the needs of all children by following the Creative Curriculum, the NH State Child Care Licensing Rules, the Head Start Performance Standards, the NAEYC Accreditation Standards,

the Pyramid Observation Tool (TPOT), and the Classroom Assessment Scoring System (CLASS).

- The PTTA will assist with all child assessments and adhere to the American Disabilities Act. Responsible for working collaboratively with the Teacher, the Full Time Teacher Assistant, the Family Advocate, and the appropriate managers to administer ESI screenings within 45 days of child entering into Head Start.
- Responsible for collaborating with the appropriate staff to contribute observations in child and family reviews, care planning, preparing the Family Conference Form, conducting parent teacher conferences and home visits, preparing referrals, attending IEP meetings, and tracking disabilities services.
- Under the Teacher's guidance, the PTTA will follow the lesson plans and help with implementing the activities.
- Responsible for assisting with the kindergarten transition plan and working collaboratively with the center staff to provide home/school connections related to the Topic of Study or in the social emotional domain.
- Responsible for participating in pre-service, post-service, professional development opportunities, monthly education services meetings, classroom monthly report meetings, and weekly center staff meetings, and for meeting with the Education Services Manager once a month at a minimum.

#### Competencies:

- **Teamwork and Collaboration:** Ability to work effectively with others to achieve common causes.
- **Trustworthy:** Proven, reliable, honest individual full of integrity who can be counted on to do what they say they will do.
- **Adaptability and Flexibility:** Able to change direction as priorities shift and thrive in environments that require the ability to adapt to changing circumstances.
- **Compassion:** Ability to show empathy and understanding for other people from all walks of life.
- **Creativity and Innovation:** The ability to introduce and embrace new or novel concepts or ways of doing things.
- **Dependability:** Fulfills commitments consistently and can be counted on to do what they agree to do.
- **Judgment:** Ability to weigh alternative actions and make appropriate decisions that incorporate opinions, facts, tangible and/or intangible factors.
- **Trustworthy:** Proven, reliable individual who can be counted on to do what they say they will do.

#### Desired Qualifications:

- Minimum requirements 3 ECE credits (with 3 being in child growth and development) and enrolled in an ECE program.
- Preferred requirements: an associate degree in ECE or an associate degree in a related field with 12 credits related to Early Childhood Education. Must be able to produce documentation of education before the start date.

- Must pass NH State Licensing requirement for background check for fingerprinting and criminal record check and Head Start requirement for sex offender check before hire
- Certification in child first aid and CPR (program will provide upon hire)
- Classroom experience with pre-school children (Head Start experience preferred)

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Print name

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Signature

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Date