

Overview / Job Summary

This position is accountable for the overall operation of the Head Start/Pre-K Counts classroom that complies with all relevant legislation, policies and procedures. This includes planning, coordinating, and managing in order to provide a conducive environment for the child's healthy well-being and total development—socially, physically, emotionally, cognitively, nutritionally—with the support of the teacher and Education Specialist. The incumbent will substitute in the classroom during emergencies and in the absence of the teacher. *Itinerant teacher assistant is required to travel to all Head Start/Pre-K classrooms in Allegheny County to meet the daily needs of the program.

By leveraging strengths in AIU's Core Competencies, the Teacher Assistant works closely with staff to provide children and families with a positive experience in AIU's educational programs and activities.

AIU's Core Competencies are: Accountability, Effective Communication, Establishing and Maintaining Trust, Teamwork and Professionalism and Ethics.

Competencies

Core Competencies

Name	Description
Accountability	Understanding of the importance of being accountable and ability to focus on those activities that have the greatest impact on meeting work commitments.
Effective Communication	Understanding of effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
Establishing and Maintaining Trust	Knowledge of methods and ability to develop trusting business relationships and provide solicited, respected and valued perspectives to clients/peers that guide thinking, facilitate issue resolution and enhance client/peer capabilities.
Teamwork	Knowledge of the necessity and value of teamwork; experience with and ability to participate effectively as part of a team.
Professionalism and Ethics	Knowledge of and ability to demonstrate professionalism and integrity in all aspects of conduct and appearance, and adherence to applicable codes of practice-including confidentiality.

Job-Specific Competencies

Name	Description
Accuracy & Attention to Detail	Understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy.
Continuous Learning	Understanding of the rationale behind the necessity to continually learn and grow and the ability to seek performance feedback and identify approaches to improve own performance and that of others.
Flexibility & Adaptability	Knowledge of successful approaches, tools, and techniques for dealing with changes and adapting to a changing environment; ability to adapt as needed.
Producing Results	Understanding of the criticality of getting things done in spite of current circumstances and the ability to utilize assigned resources and leverage back-channel resources (individuals or

teams) to achieve or exceed planned outcomes.

Responsibilities / Key Functions

1. Helps to coordinate the educational, social, emotional, and physical development of the children in the Head Start/Pre-K Counts program appropriate to the developmental level of each child, and plan the curriculum with the team.
2. Assist the teacher in facilitating a variety of appropriate activities and experiences, which encourage questioning, probing, and problem solving skills that stimulate children to explore and express their creative abilities and promote physical development and nutrition.
3. Help children acquire and use language as a means of communicating their thoughts, feelings, and self-esteem to others. Assist children in developing the social emotional skills needed to have positive interactions with peers and adults, foster independence and encourage feelings of mutual respect among all those in the classroom.
4. Work with the teacher to coordinate the daily activities of the children and the classroom to ensure a healthy, clean, and safe environment, and share responsibility with other adults in the classroom to maintain and clean toys and equipment.
5. Help develop and consistently follow a positive routine and simple rules that are understood and accepted by all. Create, select, and arrange materials and equipment to provide an environment conducive to learning, while remaining engaged with children throughout the day.
6. Work cooperatively with administrators and team members to successfully utilize web based platforms to manage and track child, family, teacher and classroom data. Perform recordkeeping, including written documentation, scheduled reports and mandated reporting, in a timely, accurate and confidential manner. Observe and document specific skills of the children in order to complete screenings and the assessment tool (three times per year) and develop IPPs for each Head Start Child/Pre-K Counts child.
7. Establish a positive and productive relationship with families by encouraging them to participate in the classroom's activities, providing them with ideas for home activities and visiting the home a minimum of two times per year, as well as two parent conferences. (Home visiting is relevant to Head Start only.)
8. Create an atmosphere of teamwork with all service areas of Head Start/Pre-K Counts for the benefit of the child and his/her family.
9. Successfully attend and complete mandated trainings, professional development events and subsequently implement things learned with fidelity.
10. Reports to an Education Specialist for Classrooms or designee.
11. Contributes to the success of the AIU by performing all other duties as assigned.

June, 2017

Qualifications

Education	Associate's Degree in Early Childhood Education and/or Child Care/Child Development or CDA credentials or Associate's or Bachelor's Degree (in any area). One (1) year experience working with preschool-aged children preferred.
Certifications	None
Licenses/Clearances	Current criminal history clearance, child abuse clearance and FBI clearance required (Act 34/151/114/24)

TERMS OF EMPLOYMENT: 200 days. Salary, work schedule, evaluation, and other conditions of employment are in accordance with current AIU Head Start/Pre-K Counts salary schedule and applicable policies.

Please be advised that employees are responsible to keep their CDAs current and up-to-date. Maintaining a current and up-to-date CDA is a condition of employment. Failure to comply with this requirement will result in termination of employment.

By signing below, I acknowledge that I have completely read and understand the responsibilities, competencies and qualifications stated in this job description. I further acknowledge that this job description is subject to all of the terms and conditions as per the current bargaining unit agreement.

Employee:

Date:

Supervisor:

