

# Oregon Child Development Coalition

## JOB DESCRIPTION

**Position Title:** Preschool Teacher Assistant  
**Wage/Hour/Status:** C-3, C-4, C-5 Non-Exempt  
**Supervised by:** Education Coordinator or Education Supervisor

*Employee's signature of acknowledgment and understanding of this document:*

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Date*

### **Position Summary:**

Collaborates with the teacher in providing a positive learning environment and curriculum that support children's social, emotional, physical, language and cognitive development, consistent with Head Start Performance Standards, OCDC policies and procedures, USDA, CCD Licensing regulations and/or other applicable standards

### **Essential Functions:**

*Regular and consistent attendance is an essential function of this position.*

#### **1. Classroom Operation**

- a. Ensures labeling, schedule, and management systems are accurate and in place.
- b. Organizes materials and furniture into an environment that supports active and quiet playtime and assisting teacher in modifying the environment to respond to individual children's needs.
- c. Supervises all children's indoor and outdoor activities while incorporating positive guidance and behavior management techniques.
- d. Assists with custodial duties of the classroom as needed.
- e. Assists teacher in taking annual inventory of all classroom equipment and supplies as instructed.
- f. Contributes to team effort.
- g. Develops supportive relationships with each child.
- h. Assists in the activity planning for parents and volunteers.

#### **2. Curriculum Planning and Implementation**

- a. Assists teacher in implementing an individualized education program for each child.
- b. Participates in the development of weekly activity planning and program activities.
- c. Implements a good balance of child-directed and teacher directed activities.
- d. Assists with enrichment projects, both in the community and classroom that are developmentally appropriate.
- e. Meets with teacher to discuss curriculum, resolve problems, and plan program activities.
- f. Coordinates with other staff in implementing daily activities as well as general program activities.

#### **3. Observations, Assessments, and Outcomes**

- a. Assists with observations and portfolio development of children.
- b. Assists teacher in observing and evaluating children's learning styles and behaviors, and determining their readiness for new learning opportunities.

- c. Assists teacher in completing developmental screening and follow-up, recording observations for assessments and evaluations, and creating plans for classroom.

#### **4. Parent Communication**

- a. Sends newsletter home each month in two languages.
- b. Plans and schedules home visits and parent/teacher conferences in collaboration with the teacher to discuss child progress and provide child development education.
- c. Maintains an open, friendly, and cooperative relationship with each child's family.

#### **5. Health and Nutrition**

- a. Provides an environment that promotes good health and nutrition.
- b. Follows OCDC procedures for maintaining health records, first aid, and cooperating with health and nutrition staff.
- c. Assists teacher in helping children develop basic health habits and planning health and educational activities.
- d. Promotes and supports the physical, emotional, and intellectual development of children.

#### **6. General Communication**

- a. Communicates with teacher regarding children's health, nutrition, communicable diseases, medications or injuries so that teacher can communicate with parents.
- b. Maintains confidence and protects program operations by observing strict confidentiality.
- c. Cooperates with other program staff to assist parents in obtaining clear and understandable information about their child's special needs and program services.
- d. Provides clear directions, demonstrating patience, offering calm and consistent responses and responding quickly to children's needs.
- e. Assists teacher in completion of attendance, health checks, home correspondence, home visit forms, accident/incident reports, referrals, safety inspections, etc.
- f. Assists teacher in follow-up actions noted in reports when required.

#### **7. Professional Development**

- a. Participates in staff meetings, parent meetings, training, and all relevant center activities including meeting with teacher and Education Coordinator on a regular basis.
- b. Participates in advisory meetings as directed.
- c. Fosters an understanding of Head Start, its mission, goals, objectives, and program services.

#### **8. Safety**

- a. Anticipates classroom problems and acting in a supportive positive manner as guided by the Positive Guidance Policy.
- b. Applies safety practices in all facets of the performance of duties.
- c. Reports immediately any unsafe or hazardous working conditions and/or any injury.

#### **9. Other Responsibilities**

- a. Performs other work related or assigned duties.

## **Education and Job Requirements:**

### **Preschool Teacher Assistant E<sup>1</sup> – PG C-3**

High School Diploma, GED, or Diploma de Educacion Secundaria with an Oregon Registry Step less than 8 **AND**

- Preschool Child Development Associate (CDA) certificate within 6 months from date of hire; **or**
- One year Oregon community college certificate<sup>2</sup> in field with training or coursework in early childhood development WITH a focus on preschool development within 1 year from date of hire; **or**
- Enrolled in an associate's or bachelor's program in early childhood education or child development to be completed within 2 years from date of hire.

### **Preschool Teacher Assistant CE – PG C-4**

High School Diploma, GED, or Diploma de Educacion Secundaria with an Oregon Registry Step equal to or greater than 8 **AND**

- Preschool Child Development Associate (CDA) certificate within 6 months from date of hire; **or**
- One year Oregon community college certificate<sup>2</sup> in field WITH training or coursework in early childhood development with a focus on preschool development within 1 year from date of hire; **or**
- Enrolled in an associate's or bachelor's program in early childhood education or child development to be completed within 2 years from date of hire.

### **Preschool Teacher Assistant C – PG C-4**

High School Diploma, GED, or Diploma de Educacion Secundaria **AND**

- Preschool Child Development Associate (CDA) certificate; **or**
- 1 year Oregon community college certificate<sup>2</sup> in field WITH training or coursework in early childhood development with a focus on preschool development.

### **Preschool Teacher Assistant A – PG C-5**

Associate's degree or higher in

- Early childhood education or child development; **or**
- Any field and coursework equivalent<sup>3</sup> to a major relating to early childhood education or child development WITH training or coursework in early childhood development with a focus on preschooler development and/or education.

<sup>1</sup> PTA-E who meet the education requirements and are on Oregon Registry Step 7 or higher are paid at PG E5 starting on step A-1

<sup>2</sup> Oregon Registry Step 8 or higher per certificate or college coursework pathway

<sup>3</sup> Oregon Registry Step 9 or higher per degree or college coursework pathway

## **Other Job Requirements:**

1. Must be registered with Oregon's Central Background Registry.
2. Ability to pass agency sponsored physical examination. TB test documented.
3. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Possess current First Aid and CPR cards with infant/child CPR.
5. Must possess and maintain food handler's card.
6. Ability to travel occasionally
7. Ability to relate positively to children and adults.
8. Must maintain any current educational licensing.

**Other Skill Requirements:**

1. Bilingual Spanish/English preferred. **Bilingual fluency may be required at some sites.**
2. Must perform duties with direction given, operating from established directions and instructions. Decisions are made within general agency policy constraints and under close supervision.

**Physical Requirements of the Job:**

Please see attached Physical Job Analyses. Submit one or both as job demands.

**Job Conditions:**

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, evening or weekend work, working long hours during peak periods. May work in a confined and small classroom space with minimal room for maneuverability.

**Mental Requirements of the Job:**

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks and required documentation in a timely manner. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.