



HOPI HEAD START PROGRAM

TEACHER ASSISTANT

INTRODUCTION: The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possess the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for assisting the Teacher in maintaining a classroom conducive to age appropriate learning.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Provides assistance to classroom Teacher in preparing weekly lesson plans and instructing children; establishes and maintains a monthly activity calendar and prepares monthly reports; participates in all Head Start components and conducts home visits to discuss child's progress with parent(s) or legal guardian(s); and maintains Head Start children's health records in strict confidentiality at the individual center; assists in administering the health, developmental, and sensory screenings.
2. Maintains a safe and healthy learning environment that reflects the Hopi and Tewa cultures, encourages children to communicate in the Hopi and English languages and to take pride in their heritage.
3. Assists in implementing classroom rules and routines; supervises children on the playground, in the classroom, in non-instrumental activities, and when transporting children to and from the center.
4. Assumes the role of the Teacher or Cook and performs their duties and responsibilities in their absence, as assigned.
5. Reports child abuse cases in written form to the appropriate responsible agency(ies).
6. Participates in staff/parent conferences and home visits according to program plans; maintains & calculates monthly in-kind contributions and assists in the completion of in-kind reports; and attends staff, Parent Committee and Policy Council meetings, parent/student and other program activities to report on area of responsibility, assist with organizing & coordinating special events; improve program services.
7. Performs other duties as assigned and authorized achieve center/program goals and objectives.

COMPLEXITY: The work involves various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from alternatives.

SUPERVISION RECEIVED: The incumbent is under supervision and line authority of the Early Childhood Education Coordinator. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional instructions for new, difficult or unusual assignments. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations or problems to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, children, parents, grandparents, guardians, supervisor, Parent & Policy Council members, dental, health, fire and safety personnel and the general public. The purpose of these contacts is to exchange factual information, provide services, assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is performed in a classroom/playground setting requiring physical exertion such as long periods of sitting, standing, crawling, recurring bending, stooping, stretching and lifting of objects in excess of 25 lbs. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : High school diploma or G.E.D. certificate and 15 credit hours in liberal arts or related field;

AND

