



JOB DESCRIPTION

Job Posting – Anna Waters Head Start

Position: Teaching Assistant

Supervisor: Teacher

SUMMARY: The position of Teacher Assistant is primarily responsible for assisting the lead teacher with the implementation and coordination of the comprehensive education program in the classroom and for managing all aspects of outdoor activities. The Teacher Assistant assists by ensuring that the classroom activities and environment are developmentally appropriate and reflect the agency’s philosophy and curriculum. The Teacher Assistant ensures that the individual needs of all children regardless of race, creed, or disability are met as mandated by federal, state and local standards. The Teacher Assistant will assist to promote family involvement and will provide guidance and supportive supervision for other adults in the classroom including Floaters, Foster Grandparents, interns and volunteers.

QUALIFICATIONS: Must have a high school diploma or GED, and one of the following: a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, or be willing to enroll in a credentialing program upon hire, or be enrolled in a program that will lead to an Associate Degree in child development, early childhood, or equivalent coursework.

PHYSICAL ABILITIES:

- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, reach with hands and arms; and stoop, kneel, crouch, and lift and or move items of up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Must have excellent command of the English language and grammar, both verbal and written.
- Must be able to manually operate and use a computer and/or iPad.
- Ability to clearly hear and understand telephone conversations.

TO APPLY: Submit an application online at www.dmcoc.org/hiring, via email to tmurray@smcoc.org or in-person at the DMCOC office. An application is considered complete if it includes the following: Resume, Cover Letter and Completed Application. *All potential employees must pass all criminal background checks.*

DMCOC is an Equal Opportunity Employer.