

# Maui Economic Opportunity, Inc.

## Job Description

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**Job Title:** Head Start Teacher Aide  
**Department:** Early Childhood Services  
**Reports To:** Teacher  
**FLSA Status:** Non-exempt  
**Prepared Date:** April 1998  
**Updated:** November 2014  
**Pay Grade:** HST-1

### **SUMMARY:**

Assist classroom staff in the planning, organization, supervision and implementation of all classroom activities. Act as a relief aide to various centers in the absence of a regularly assigned staff person.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with writing curriculum and lesson plans, organizing field trips, and preparing appropriate materials for various activities.
- Assist in evaluating the program's effectiveness using the Head Start Performance Standards as a guide.
- Assist with observation, on-going assessment and documentation for center children.
- Assist with the promotion of respect and appreciation for the uniqueness of each child and family; refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Develop basic teaching skills and understanding of childhood growth and development.
- Assist with the promotion of positive methods of child guidance.
- Communicate with parents and relays information to teacher regarding child and family.
- Assist in the preparation of reports and performs various clerical duties.
- Supervise indoor and outdoor activities as directed by the center teacher and in accordance with Head Start Performance Standards and state licensing requirements to ensure the children's safety is closely monitored and maintained.
- Act as a courier transporting food, nutrition and office supplies and mail between the centers and the office.
- Pick up meals at designated cafeterias, records accurate meal counts, takes food temperatures at each meal and abides by all food safety regulations as indicated by USDA Guidelines.
- Assist classroom staff with meal service ensuring "family style" meals are followed to include eating meals at the table with the children and center staff.
- Assist children with tooth brushing and fluoride treatment.
- As needed, assists children who are transported via bus with buckling and/or unbuckling safety restraints and exiting and/or entering the bus; ensures all children are accounted for.
- Assist in setting up classroom for daily activities.
- Assist all center staff with the daily cleaning of the classroom; duties include, but are not limited to: cleans and disinfects bathrooms, tables, chairs and work centers, mops and vacuums, empties trash, dusts and straightens classroom; and hoses down walkways and windows as needed.
- Attend parent-teacher conferences, parent meetings and other center activities.
- Continue professional growth by attending workshops and training designated for early childhood and Head Start, and/or takes early childhood classes as approved.
- Report all incidents and/or occurrences of child abuse or suspected child abuse to teacher and director immediately.
- Regular attendance.

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### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

- Ensure classroom activities and practices are in compliance with state, federal and Head Start regulations.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Possesses imagination and ideas to promote an age appropriate learning environment.
- Ability to promote social, physical, and intellectual growth for program children.
- Understands and relates to diverse cultural backgrounds and various social and economic levels.
- Understanding of community history, traditions and beliefs.
- General knowledge and understanding of available community resources.
- Excellent interpersonal skills, which include, verbal, written and listening.
- Ability to maintain a high level of confidentiality concerning information about children, families and staff.
- Self-directed leader.
- Basic knowledge of computer applications including desktop applications and data entry.
- Ability to use basic office machines.
- Ability to worked varied shifts, which may include, nights and weekends.
- Ability to travel off island on occasion.

### **EDUCATION and/or EXPERIENCE:**

- High school diploma or general education degree (GED) and willingness to work toward acquiring a Child Development Associate (CDA) certificate; experience working in an early childhood setting preferred.

### **LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to children, parents, and other employees.
- Bilingual preferred.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

### **REASONING ABILITY:**

- Ability to apply sound judgment to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to interact, relate, and have compassion for persons with mental and/or physical disabilities and those who are less fortunate.
- Ability to relate and interact with children and their families.

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- Ability to maintain composure in demanding and/or hostile situations.
- Ability to perform well under pressure.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Child Development Associate (CDA) certificate before the end of the school-year in which you are hired.
- Requires access to an insured vehicle and a valid driver's license.
- CPR/First Aid certification.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, and distance vision.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently exposed to outside weather conditions.
- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and vibration.
- The noise level in the work environment is usually loud.