

Maui Economic Opportunity, Inc.

Job Description



Job Title: Head Start Teacher Aide
Department: Early Childhood Services
Reports To: Teacher
FLSA Status: Non-exempt
Prepared Date: April 1998
Updated: June 2023
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:

Curriculum Planning and Instruction:

- Assists the lead teacher to create and implement curriculum, lessons, and activities that meet the needs of the children, individually and age appropriately, and in accordance with the Head Start Performance Standards.
- Assists with creating learning environments that age-appropriate, interactive hands-on experiences that support child development and strengthens children's interest in learning.
- Assists with collecting student data by conducting on-going observations, analyzing data and planning developmentally appropriate lessons, activities and practices to support children's developmental growth by following procedures and practices as outlined by MEO Head Start.
- Assist with creating and maintaining a tracking system of all student work and data to meet MEO HS student check-point deadlines.
- Assists with conducting developmental screening of all enrolled students before forty-five days of each child's first day of attendance.
- Assists with completing and submitting needed MEO HS referrals for students needing additional support from MEO HS Program Specialists within a timely manner.
- Assists with the planning, implementation, and monitoring of goals and objectives identified in students Individual Education Plan (IEP).
- Assists with ensuring positive methods of child guidance are utilized consistently by all staff and volunteers within the program.
- Assists with supervising, monitoring, and maintaining the safety and well-being of all children
- Assists in ensuring all children receive the nutrition and health needs as identified by MEO HS Program.
- Assists in the planning, coordination and implementation of field trips, excursions, and special events.

Family Engagement and Relationships:

- Regularly attends parent-teacher conferences, parent meetings, parent PARTY, volunteer activities and all other center activities.
- Assists with collaborating with a child's parent(s)/caregiver(s) to design individual plans to promote their social-emotional development, cognitive development and physical development.
- Assists with connecting school to home learning and ensuring all parent and child activities, learning environments, excursions, resources provided are inclusive to all beliefs, cultures and family backgrounds.
- Assists in obtaining parental/guardian permission by obtaining signatures on all required MEO HS documents.

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- Assists with promoting parent/guardian active participation in activities that meet MEO HS Program objectives and goals; volunteering services, participating in socialization activities.

Professionalism:

- Works cooperatively with co-workers to maintain a positive working environment and complies with the MEO HS Standards of Conduct.
- Uses professionalism when communicating with parents/caregivers, and/or visitors, during daily informal interactions and during formal interactions, whether in-person, via phone calls or other means of communication.
- Actively participate in CLASS© (Classroom Assessment Scoring System) observations and coaching sessions to ensure CLASS scores align with program expectations.
- Assists with evaluating the program's effectiveness using the Head Start Performance Standards and Program Service Area Plans.
- Assists with establishing and maintaining center records in a confidential manner.
- Completes all documents, reviews for completeness and accuracy and meets required deadlines.
- Actively promotes 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.
- Protect the safety and well-being of all children as a mandated reporter and reports incidents and/or occurrences of child abuse or suspected child abuse to Head Start Director, or designee, and Child Welfare Services (CWS) immediately.
- Continue professional growth by attending workshops and training designated for early childhood and Head Start, and/or take early childhood classes as approved by the program director.

Operational:

- Administers medication, monitors and records medication administration in accordance with training and medical action plan as applicable.
- Performs all daily duties for meal preparation for all children; in compliance with CACFP and MEO HS program requirements and expectations.
- Assists to support the health and well-being of all children.
- Completes daily facility checks to keep in compliance with MEO HS requirements and reports any repairs and maintenance needs to program director and assistant director.
- Assists with maintaining all classroom supplies by taking routine inventory of all classroom materials and supplies and replenishing supplies to align and comply with Department of Human Services (DHS) and MEO HS requirements.
- Ensures the health and safety of all children by monitoring and reporting all concerns to MEO HS administration.
- Assists 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.
- Ensures the center is adequately staffed during all licensed hours in accordance with state and federal requirements.
- Regular attendance.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

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

CERTIFICATES, LICENSES, REGISTRATIONS:

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- Child Development Associate (CDA) certificate before the end of the school-year in which you are hired.
- May require 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.