

**BRISTOL BAY NATIVE ASSOCIATION  
POSITION DESCRIPTION**

**POSITION TITLE:** Head Start Teacher's Aide

**OBJECTIVE:**

Assist Teacher in following a daily curriculum of activities and help keep a safe environment for playing and learning for young children.

**QUALIFICATIONS:**

Job qualifications are already stated as Essential Job Results in the Job Description. The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job. Past and present Head Start parents are encouraged to apply. **Job knowledge / documentation absolutely required:** Cleared background check, including fingerprints. Have or be willing to obtain CPR / 1<sup>st</sup> Aide certification. Current physical examination; TB screening; strength and stamina for the physical demands of spending extended time at the children's level, and lifting and handling equipment, furniture and materials. A familiarity with Bristol Bay area, people, and cultures.

**ESSENTIAL JOB RESULTS:**

**Maintains and promotes a safe and healthy environment for young children**

by

- a) Ensuring no children are left unattended at any time.
- b) Supervising indoor and outdoor play areas in such a way that children's safety can be easily monitored.
- c) Learning and follow regulations, and procedures related to operating a Head Start classroom facility including Environmental Conservation, food safety/nutrition, immunization, safe water, and precautions to prevent spread of disease.
- d) Following fire safety standards of fire prevention authorities and participating in emergency evacuation plan practice monthly.
- e) Assisting with required safety drills both in the classroom and in the bus.
- f) Checking to be sure equipment and supplies are safe, durable, adequate and varied.
- g) Following appropriate discipline guidelines to include offering positive reinforcement and redirection, setting realistic expectations and clear, consistent limits.

**Assist with classroom management**

by

- a) Following daily lesson plans and helping create a fun interesting and healthful environment.
- b) Understanding individualized plans for each child and the importance of parent and community involvement.
- c) Observing/ documenting child's development throughout the year.
- d) Developing relationships with children which are consistent and supportive.
- e) Understanding the importance of meeting both the needs of the group and meeting an individual child's needs.
- f) Assisting at meal and snack times.
- g) Understanding / following all attendance, health check and family contact procedures. Encourage each child and family to participate regularly, and to notify the teacher promptly when the child has a change in health, will be absent, or arrive late.
- h) Following Head Start's established behavioral expectations and guidelines for discipline for children.

**Achieves other Program functions**

by

- a) Being prepared to take over the duties of the teacher if the teacher is absent.
- b) Arranging for a substitute whenever absence is necessary.
- c) Helping the teacher with home visits, and conduct home visits as required.
- d) Understanding and following all BBNA & Head Start Policies and Procedures, the BBNA Head Start Manual, and the Work Plans.

**Assists Center Coordinator / Teacher with ongoing documentation and site accountability including:**

Lesson Plans	Case Management Forms
Home Visit Reports	Attendance Home Visit Reports
Parent / Teacher Conference Reports	Accident Reports
Monthly Attendance reports	Child Observations
Records of Absence	Creative Curriculum Checklists
Family Contact Reports	Individualized plans
In-Kind Forms	

**Establishes effective relationships with children, parents, members of the community and staff of the Head Start program.**

by

- a) Assisting with recruitment and enrollment of Head Start children.
- b) Helping to make parents feel welcome and part of the overall program.
- c) Assisting in planning and conducting a Head Start orientation for parents each September.
- d) Helping to start “family driven” partnership agreements as early as possible upon enrollment.
- e) Building trusting and respectful relationships so parents will feel comfortable in sharing information on sensitive issues and confident their privacy will be respected.
- f) Helping with parent teacher conferences throughout the year.
- g) Engaging parents in the lesson plans and activities.
- h) Identifying and reporting child abuse and neglect in, so far as possible, a helpful rather than punitive manner toward the abusing or neglecting parents/caretakers.

**Keeps Management Informed**

by

- a) Participating in staff meetings.
- b) Attending Center Committee meetings to support the goals of Head Start.
- c) Submitting assigned paperwork according to timelines.
- d) Contributing ideas and information for Head Start’s monthly Newsletter

**Protects program integrity and client privacy**

by

- a) keeping any and all program information gained through employment at BBNA absolutely confidential during and after this employment.

**Demonstrates a commitment to lifelong learning**

by:

- a) participating in Head Start child development training, attending relevant, approved workshops, and enrolling in Early Childhood Education classes.

**Contributes to team effort**

by

- a) Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

**DUTY STATION:** \_\_\_\_\_

**REPORTS TO:** Center Coordinator /Teacher

**WAGE:** \$13.50-17.63/hr.

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**Employee** **Date**

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**Supervisor** **Date**

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**Policy Council** **Date**

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**Personnel/Training Officer** **Date**

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**Chief Executive Officer** **Date**