

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA**  
**Child Development Programs**  
**Job Description**

**Date:** January 2018

**Salary Grade:** 3-5(step 1)

**Exposure Determination Category:** 2

**Chart:** 1 Non-Exempt

**Job Title:** Migrant Seasonal Head Start Teacher Aide

**Reports to:** Teacher

**Areas of Responsibility:** Assist in the implementation of the education and parent involvement objectives in accordance with Dept. of Health and Human Services Administration for Children Youth and Families (ACYF) Head Start Performance Standards and state licensing.

**Major Duties:**

1. Assist teacher in the implementation of program curriculum, development appropriate practices and maintaining a safe, healthy and nurturing education environment that ensures a quality child development program.
2. Assume responsibility for the daily operation of classroom in the teacher's absence.
3. Assist in the effective use and maintenance of materials, supplies, equipment, facilities and grounds.
4. Act as bus monitor when necessary.
5. Provide child care at parent meetings, conferences, etc. as requested.
6. Maintain standards of confidentiality regarding children and families.
7. Translate communication between teacher, child and family, using family's primary language, when appropriate.
8. Respectful interactions with parents and community.
9. Regular communication and information sharing with teacher.
10. Recruit eligible children for the program to ensure full enrollment.
11. Encourage community involvement and support for the program.
12. Participate and contribute to a quality program through team meetings and goals and program assessment.
13. Perform other duties as assigned.

**Working Conditions:**

- Classroom 90%
- Paperwork, planning and training 10%
- Will work some evenings and weekends for meetings and training.
- Occasional out-of-town travel for training.

**Physical Requirements:**

- Must complete health physical upon entry to program and yearly health screenings.
- Must be able to move about, getting up and down from floor play with children.
- Must be able to lift 50 lbs.
- Physically able to perform job.

**Minimum Qualifications:**

**Grade:** 3

1. High School Equivalent
2. Age 18 or above.
3. Must obtain a Child Development Associates credential with 24 months of hire.
4. Valid driver's license with good driving record and insured vehicle available.
5. Basic level of computer knowledge.
6. Experience in working with families from various ethnic backgrounds is preferred.
7. Current CPR and First Aide or must be able to obtain in three months.

**Grade: 4 (Step1 and 2)**

1. Meet the minimum requirements above;
2. Current Child Development Associates credential or 3 or more years of experience.

**Grade:5 (Step 1)**

1. Meet the minimum requirements above;
2. AA in Early Childhood.