

INTERESTED CANDIDATES MUST SUBMIT AN APPLICATION AND RESUME TO ASCENSION DEPAUL SERVICES OF SAN ANTONIO [7607 Somerset Road, San Antonio, TX 78211] BY 4:30 PM on MARCH 2<sup>ND</sup> 2020. THE APPLICATION CAN BE DOWNLOADED AT <https://www.adssa.org>

### **Job Description**

As of February 19, 2019

<b>Job Title:</b>	Teacher Assistant (HS)	<b>SetID:</b>	AHCMH SA
<b>Job Family:</b>	ADSSA	<b>Job Code:</b>	2018051
<b>FLSA Status:</b>	Non Exempt	<b>Job Code Effective Date:</b>	02/19/19

#### **Job Summary:**

The Assistant Teacher works under the supervision of the Head Start Teacher. The Head Start Assistant Teacher assists with organizing classroom space and equipment to meet the individual needs of children enrolled. The Head Start Assistant Teacher assists in planning, with the supervisory staff members activities in all areas reflecting Early Childhood Development practices, which will encourage children to: initiate activities, solve problems, explore, experiment, question and learn by doing

#### **Responsibilities:**

- Understands and Manifests the Philosophy and Mission of ADSSA
- Ensure classroom activities and interactions (including transitions) are age and developmentally appropriate, as well as aligned with the Head Start Standards.
- Assist with the creation/implementation of lesson plans that reflect planning for individuals, small and large groups according to Policies and Procedures, including IEP goals and objectives as needed.
- Assist with the preparation of materials and supplies in advance for activities.
- Assist in creating a sense of community in the classroom through relationship building and allowing children to complete routine tasks.
- Assist in implementing approved weekly lesson plan in the classroom daily.
- Assist in preparing materials and supplies in advance for activities.
- Assist in the provision of a daily balanced schedule of child initiated and adult initiated activities.
- Assist in ensuring that modifications are made to include children with special needs.
- Assist with providing experiences and learning materials that are representative of children's cultures.
- Ensure family style dining.
- Complete daily health checks, accident reports, and additional forms in the required timeframe.
- Ensure sanitation, hygiene procedures and health practices are strictly adhered to daily and assist in the daily maintenance of the classroom.
- Adheres to Agency's HS/EHS confidentiality policy, professional ethics and standards, demonstrating work habits which comply with agency personnel policies and procedures

#### **Complexity of Work:**

- Within scope of job, requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Must be able to work in a stressful environment.

#### **Personal Protective Equipment:**

- Follows Standard Precautions using personal protective equipment as required.

## Minimum Qualifications

- Pre-K CDA or Associate's Degree in Early Childhood Education, Human Services or a related field preferred. Proven proficiency in verbal and written communication skills
- Meets and maintains minimum required training hours for licensing requirements by DCSSA, State of Texas DFPS, Texas Rising Star Provider criteria and NAEYC Accreditation Standards.
- C.P.R. Certification and First Aid Training are required for licensing by the State of Texas and the Designated Vendor Program.
- Must have a valid Class C Texas Driver License

## Competencies:

Customer Focus, Ensures Accountability, Communicates Effectively, Values Differences, Demonstrates Self Awareness, Instills Trust

## Populations Served

Children and Families in the Early Childhood Programs

## Physical Requirements

Requirements	Never	Rarely	Occasionally	Frequently	Constantly
Audible Speech				X	
Bending/Stooping				X	
Climbing			X		
Depth Perception	X				
Distinguish Color		X			
Hearing Acuity				X	
Keyboard Data Entry				X	
Kneeling				X	
Lifting/Carrying Non Patient 0-25lbs				X	
Lifting/Carrying Non Patient 25-50lbs			X		
Lifting/Carrying Non Patient over 50lbs		X			
Lifting/Moving Patients			X		
Pushing/Pulling 0-25lbs				X	
Pushing/Pulling 25-50lbs		X			
Pushing/Pulling over 50lbs	X				
Reaching			X		
Repetitive Foot/Leg Movements				X	
Repetitive Hand/Arm Movements				X	
Running		X			
Seeing - Far			X		
Seeing - Near				X	
Sitting			X		
Smelling Acuity			X		
Squatting				X	
Standing				X	
Taste Discrimination	X				
Walking				X	

## Work Exposures

<b>Exposures</b>	<b>Never</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Asbestos or Lead	X				
Biohazardous Waste	X				
Biological Hazards - Respiratory	X				
Biological Hazards - Skin or Ingestion	X				
Blood and/or Bodily Fluids	X				
Cleans / Maintains Contaminated Surfaces				X	
Cleans / Maintains contaminated Equipment				X	
Communicable Diseases and/or Pathogens			X		
Computer Monitor			X		
Cytotoxic Chemicals	X				
Domestic Animals		X			
Dust			X		
Extreme Heat or Cold		X			
Fire Risk	X				
Gases/Vapors/Fumes	X				
Handles Blood, other body fluids, or body tissues		X			
Handles Contaminated Waste			X		
Hazardous Chemicals	X				
Hazardous Medication	X				
Hazardous Noise	X				
Heating Devices	X				
Hypoxia	X				
Lasers/High Intensity Light	X				
Latex	X				
Magnetic Fields	X				
Moving Mechanical Parts		X			
Needles/Sharp Objects	X				
Operates / Handles Contaminated Equipment	X				
Performs Patient Care Activities Requiring Contact with Patient					X
Potential Electric Shock	X				
Potential for Physical Assault			X		
Radiation	X				
Sudden Decompression During Flights	X				
TB	X				
Unprotected Heights	X				
Wet or Slippery Surfaces			X		

Please contact your manager if you have questions.