

# ASSISTANT TEACHER

Housing & Human Services | Head Start



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Assistant Teacher is responsible for supporting the Teacher in implementing the Head Start Education Plan, ensuring children have a positive, developmentally appropriate learning environment.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

*Must be able to attend out-of-town workshops on weekends.*

#### SHIFT

8 a.m. to 4 p.m.

#### LOCATION

Head Start

#### REPORTS TO

Teacher

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

#### WORK ENVIRONMENT

Structured, classroom-based environment focused on early childhood education, collaboration, and compliance with federal and local standards.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license  
Child Development Associate  
Credential

In this role, the incumbent will be expected to help with daily classroom management, assist with lesson planning, and maintain a clean, organized environment while fostering children's development socially, intellectually, physically, and emotionally.

This position requires collaboration with the Teacher and other staff, participation in home visits, and ensuring adherence to program regulations and Head Start Performance standards.

### JOB DUTIES

- Work with the Teacher to develop and implement daily and weekly lesson plans and individual program plans.
- Support children in learning through play during center time and outdoor activities.
- Assist in home visits, ensuring a minimum of two per child per school year.
- Ensure all anecdotal notes on children are completed and logged.
- Plan, maintain, and adjust room arrangements based on lesson plan themes.
- Check children in upon arrival, including temperature checks, sign-in, and medication logging.
- Complete and document the daily log, noting important observations and events.
- Assist children during transitions (bathroom, hand washing, and potty training).
- Support children during mealtimes, ensuring proper nutrition, hygiene, and positive behavior.
- Assist children with daily activities, including center time, outside play, and teeth brushing.
- Supervise children during nap time, helping them settle on cots and providing assistance as needed.
- Maintain daily child count and log.
- Ensure that the classroom is clean and sanitary at the end of each day, including mopping floors and cleaning the bathroom.
- Disinfect cots and ensure bedding is washed and returned by Monday.
- Ensure all classroom toys and materials are sanitized and stored properly.
- Complete and document incident reports, notifying parents about concerns or accidents.
- Assist in the development and monitor Family Partnership Agreements, encouraging parent participation in the classroom.
- Prepare the water cooler and cups for children each day.
- Fill in for absent staff or assist in teaching lessons as needed.
- Ensure proper hygiene practices are followed, including helping children with tooth brushing.

## JOB DUTIES CONTINUED

- Sign children out at the end of the day and ensure authorized pickups.
- Stay updated on program rules, licensing regulations, and Head Start Performance Standards.
- Report facility concerns and repair needs to the supervisor.
- Assistant in completing necessary evaluations, assessments, and screenings for children.
- Ensure all required documentation, such as medicine and provider logs, is accurate and up to date.
- Assistant in conducting and participate in fire, evacuation, and tornado drills to ensure children are familiar with safety protocols.
- Ensure all gates are locked and the building is securely closed at the end of the day.
- Attend required training, workshops, and staff meetings to fulfill licensing requirements and stay up to date on best practices.
- Assist with goal setting and Family Partnership Assessments.
- Help with completing the teacher's lesson plan reflection and submitting it to the supervisor.
- Assist with the completion of provider sign-in sheets and sending them to the appropriate office.
- Update CREL records with current contact information for families.
- Provide backup support to the Teacher and other staff as needed.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to guide and support children, foster a positive classroom environment, and collaborate effectively with the teacher and other staff members.
- **Time Management:** Capacity to effectively manage their time, prioritizing tasks and ensuring that all responsibilities, including lesson planning, student support, and administrative tasks, are completed efficiently and within deadlines.
- **Analytical Skills:** Ability to assess children's development, recognize their needs, and adjust instructional strategies to ensure appropriate educational growth and well-being.
- **Communication Skills:** Strong verbal and written communication skills to interact with children, parents, and staff, providing clear, professional, and timely updates and feedback.
- **Organizational Skills:** Ability to maintain an organized classroom, ensure all materials and resources are readily available, and keep accurate records of children's progress and activities.
- **Technical Skills:** Proficient in using general office equipment, including computers, copy machines, and educational software, to support classroom activities and documentation.
- **Qualifications:**
  - High School Diploma or GED certificate.
  - Experience working with preschool children.

