

Career Opportunity

Teacher Assistant

SALARY: \$8.63 - \$10.84 Hourly

CLOSES: Continuous

JOB TYPE: Contract/Grant-Funded/Full-Time

Multiple Job Openings Available. Training and Support for National Child Development Associates Certification within one year of hire.



POSITION OVERVIEW: The purpose of this position is to function as a member of the Maricopa County Head Start teaching and family support team to promote active learning in the preschool classroom by planning and implementing developmentally appropriate individualized experiences, and by creating a safe and nurturing environment in which three through five year old children can enhance language and literacy skills, cognitive development, physical development, social relationships and develop age-appropriate social and self help skills. This includes planning and participating in parent education and parent involvement activities.

POSITION QUALIFICATIONS: High School diploma or GED certificate and six months of paid or volunteer work experience in an early childhood classroom serving children less than five years of age. Preferred: One year of paid or volunteer work experience in an early childhood classroom serving children less than five years of age, and a Child Development Associate (CDA) Certificate. To meet program needs, all positions require incumbent to be bi-lingual in English/Spanish language. Special Requirements: Must currently possess or have the ability to obtain a valid Arizona driver license upon hire. Background investigation and fingerprint identification performed upon hire to secure DPS Fingerprint Clearance Card. Must be able to pass a medical exam that includes screening for TB, as required by Federal and State regulations, to be free of communicable disease, and must have received the following vaccinations: (MMR) Measles, Mumps, Rubella, and Tetanus if not current, to assure no significant risk exists to the health or safety of others. Certification in CPR, First Aid, and Food Handler's must be obtained within six weeks of hire. To meet program needs, all positions require incumbent to be bi-lingual in English/Spanish language.

Essential Job Tasks: Assist the teacher in planning, implementation and evaluation of a developmentally appropriate and educationally enriching early childhood program in accordance with Head Start performance standards, child care licensing and policies and procedures. Assist with recruitment and enrollment of children and families into the Maricopa County Head Start Zero – Five programs. Assist the teacher in basic health and nutrition requirements of enrolled children and maintaining a healthy and safe classroom environment. Assist and/or arranges classrooms for program activities. Assist in serving meals and general clean up of classrooms and bathrooms. Assist in maintaining and updating children's records, and maintain the confidentiality of child, family and program information. Provide information to parents through face to face meetings, written correspondence, telephone, and home visits, as required. Assist in inspecting classroom(s) and grounds to ensure the safety, orderliness, sanitation and cleanliness of facilities. Supervise children at all times in accordance to AZ Daycare Licensing Regulations and performance standards and ensure their safety and well being.

Complete Posting and Applications may ONLY be found online at: <http://www.maricopa.gov/jobs>



Maricopa County

