



JOB OPPORTUNITY

Job Title:	Head Start Teacher Assistant	Job Category:	Head Start Support Staff
Department/Group:	Head Start	Position Status:	Full-time
Location:	To Be Determined	Salary Schedule:	Head Start Salary Schedule
Reports to:	Barbara Gustin, Director of Head Start	Contracted days:	N/A
Additional Training Required:	Yes (Prof. Development)	Travel required:	Minimal
Effective:	October 2017 (Upon Board Approval)		
Application Deadline:	Until filled		

Applications Accepted By:

Applications must be completed online:

Go to web address: www.hammond.k12.in.us
 Click on "Employment Opportunities"
 Click on the Application link to complete an application

Cover letters and resumes are not a requirement, but if available can be uploaded with application.

Job Description

Primary Duties and Responsibilities:

- Assist in the planning and providing of the educational program
- Assist in the establishment and maintenance of a safe and healthy learning environment
- Encourage and support parent participation
- Establish and maintain effective staff, parent, and child relationships
- Computer input of classroom-related data
- Help in recruiting eligible children for Head Start
- Participate in required and recommended professional development opportunities

Requirements

- Associate's degree in Early Childhood Education/Development or enrolled in college coursework toward an Associate's or Bachelor's degree to be completed by the end of the 2018-19 school year
- One year experience as a past or present volunteer in the Head Start program – preferred
- One year experience in Head Start as a former or present parent – preferred
- Fluency in speaking and writing Spanish – preferred
- Strong written and verbal communication skills
- Basic computer skills



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- Ability to work as a member of a team
- Ability to lift 50 pounds

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:	HR	Date/Time:	10/16/2017
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