

**NEIGHBORS IN NEED OF SERVICES, INC.  
(NINOS, Inc.)**

**JOB TITLE:** Teacher Aide  
**SUPERVISOR:** Area Manager  
**WORK SITE:** Assigned Center

**MINIMUM QUALIFICATIONS:**

The Position requires a high school diploma or GED. This person must be 18 years of age, possess a valid Texas drivers license. Has no criminal record or criminal charges pending.

**GENERAL RESPONSIBILITIES:**

- Under the supervision of a teacher, the Teacher Aide assists with all regular Head Start classroom related activities, and will serve temporarily as Teacher when required.
- Assist Teacher in all Classroom activities.
- Assist Teacher with Home Visits.
- Perform Teacher's duties in the Teacher's absence.
- In charge of overall operations of classroom in absence of Head Teacher or Teacher.
- Perform related duties within the scope of Head Start as assigned by Head Teacher.
- Will assist the teacher in maintaining an 85% Average Daily Attendance.
- Will assist the Teacher in maintaining assigned Enrollment Quota.
- Will assist the Teacher in generating the assigned Non Federal Share (In-Kind).
- When necessary will be expected to attend staff training through pre-service and in-service workshops.

**DESIRED:**

- Bilingual, English and Spanish.
- Be a local resident of Cameron or Willacy Counties.
- A person sensitive to the needs of the poor and disadvantage.

### **PHYSICAL REQUIREMENTS OF ESSENTIAL DUTIES:**

- Averages 3 hours of sitting, 3 hours of standing, and 2 hours of walking in a usual workday.
- Requires occasional crawling after children and/or during classroom exercises, and requires frequent balancing and twisting.
- Occasionally, employee needs to carry up to 50 pounds.
- Uses lower extremities frequently in simple/firm grasping and fine manipulation.
- Maintains head/neck continuously in flexing movements and occasionally in static position & rotational/extension movements.
- Need appropriate or corrected vision, requires ability to judge distance and space relationships, uses peripheral vision while eyes are fixed, uses eye adjustment in doing near point work, and requires ability to identify and distinguish colors.
- Frequent speaking/hearing abilities with staff, co-workers, parents and supervisor.
- Performs annual survey which exposes body to injury and/or accidents outdoors.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Assumes responsibility for the direction, control, or planning of activities.
- Encourages/Uses creativity, self-expression, or imagination in performing duties.
- Influences people in their opinions, attitudes, or judgments about ideas.
- Makes judgments or decisions based on measurable or verifiable data.
- Deals with people beyond giving or receiving instructions-is courteous, cooperative, conscientious, and tactful with co-workers, staff, supervisor, and program director.
- Works on repetitive duties according to set procedures with precision and thoroughness.
- When confronted with emergency, performs under stress, critical, unusual, or dangerous situations.
- Performs variety of duties often changing from one task to another of a different nature without loss of efficiency or composure.
- Possesses leadership and administrative abilities.

- For especially assigned projects tasks, and/or emergencies to work on weekends, holiday, and evenings on request by the Executive Director.

Upon request attend various Child Development Center related meetings or activities, parent monthly meetings, and (on request only) Parent Policy Council Meetings as scheduled by the Executive Director.

**NOTE:** Actual experience job related field may be substituted for college credit on year to year basis. The Department of Health and Human Services does not require completion of degree requirements or certification as a condition of professional employment. While degrees are indicators of achievement, they are not an indication of competence; performance is a better record of competence and capability.

**IMMEDIATE SUPERVISOR:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_