

**UMATILLA-MORROW COUNTY HEAD START, INC.**

**POSITION DESCRIPTION**

**CLASSROOM VOLUNTEER TEACHER'S AIDE**

**Supervisor: Teacher**

**Terms of Employment: Upon Availability**

**Job Goal:** To contribute to the overall effectiveness of the teaching team by assisting the teachers with planning, implementing and evaluating school activities.

**Essential Responsibilities:**

1. For all volunteers
  - a. Be prompt and dependable
  - b. Meet with teacher to plan and discuss the day's events.
  - c. Listen and talk with children
  - d. Comfort injured or sad children.
  - e. Assist the children with mealtime duties, (setting table, serving, eating and cleaning up).
  - f. Participate in large and small group activities and routines, offering individual attention when needed.
  - g. Play with children during free choice and outdoor time.
  - h. Consult with the teacher to gain an understanding of acceptable methods for handling discipline concerns.
  - i. Assist the children in their daily routines, (hand washing, tooth brushing, coat zipping, etc.)
  - j. Keep all classroom matters confidential.
  - k. Track own time using the In-Kind sheet
2. For all volunteers participating in the Volunteer Training Program/Career Ladders.
  - a. Meet with Education Director to gain understanding of Education Plan and various components of Head Start.
  - b. Meet with Education Director to gain understanding of materials on Early Childhood Practices used in our classrooms.

**Training received and needed:**

1. On the Job Training
2. Volunteer Workshop
3. Parent Meetings
4. Child Care Basics

**Qualifications:**

1. The ability to relate to children and perform tasks dealing with children.
2. Communicate effectively with teachers and other volunteers.
3. Volunteers working over 4 hours a week must have a TB test. Volunteers with respiratory and skin infections, or other types of communicable diseases should not have contact with children.