



Wateree Community Actions, Inc.
Job Announcement

Head Start Teacher Assistant

Wateree Community Actions, Inc. (WCAI) is seeking highly qualified teacher assistants to join our Head Start team. WCAI is a private, non-profit 501 (c) (3) corporation that has been providing high quality, comprehensive Head Start Services within Clarendon, Lee, Kershaw, and Sumter counties for nearly 50 years. We currently have three Teacher Assistant positions in the Kershaw, and Sumter centers ready to be filled in August 2017. Wateree has 10 Head Start centers, all of which are NAEYC accredited. We are a leader within our industry and we strive for excellence.

Competitive wages and benefits including affordable medical, dental and vision insurance coverage, 100% company-paid life insurance, 403b with a company match, paid time off and paid holidays. Join our team!

Reports to:	Teacher/Center Coordinator
Classification:	Non-Exempt
Department/Site:	Head Start

Major Functions:

Under the direct supervision of the classroom teacher, the teacher assistant is responsible for providing children with safe and healthy learning environments. In addition, they are to assist the teacher with daily task related to the care of the children, as well as overall classroom management.

Essential Functions:

- Assist teacher in preparing instructional materials and in implementing instructional activities for pre-school aged children
- Assist teacher in providing developmentally appropriate activities/practices, which encourage the intellectual, social, physical and emotional growth of children
- Assist in planning implementing, monitoring, and record keeping
- Follow daily schedule as posted in classroom
- Provides constant supervision of children during all activities indoors and outdoors
- Attends all pre-service and in-service training sessions
- Be familiar job related Head Start Performance Standards and South Carolina Child Care regulations
- Performs other duties as assigned

Knowledge and Abilities:

- Ability to use abstract reasoning, problem solving, planning, and analytical skills in: training, evaluation, and program development
- Ability to respond positively to Child Abuse/Neglect clearance check and criminal records check
- Ability to work with children and families from various socio-economic and ethnic backgrounds
- Effective interpersonal, writing and oral communication skills
- Ability to prepare reports that are clear, complete, and comprehensive
- Ability to present positive image of the organization to members of the community

Education and Experience:

- Have a High School diploma and one year experience working with young children and/or be enrolled in a CDA accredited program that will be completed within 2 years or
- Have a Child Development Associate degree or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree

Other Requirements:

- Must have a current physical exam and TB screening, and submit to each every two years
- Must have a current first aid certificate and CPR training or must obtain within 3 months of hire
- Must successfully pass a SLED/FBI background check
- Ability to respond positively to Child Abuse/Neglect clearance check and criminal records check

Physical Demands:

Lift up to 10-40 lbs. occasionally

Stand, walk, bend stoop, and crawl on regular basis

To Apply

Please go to our website at <https://www.wcai.org/> to retrieve the application. Click on our About Us section then click on join our staff to get to the application. Once the application is complete it can be e-mailed to dreddish@wcai.org.

Wateree Community Actions, Inc. is an equal opportunity employer, and does not discriminate based on a person's race, color, religion, disability, age, sex, veteran status, genetic information, national origin or any protected category.