



NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

TEACHER AIDE

Department: Head Start

Pay Grade: G01, G02, G04

FLSA Status: Non-Exempt

Reports to: Center Director

POSITION SUMMARY:

Working under direct supervision and with routine difficulty, this position is responsible for providing assistance to the Teacher with planning and implementing activities in the classroom and maintaining a safe environment for children in adherence with all standards and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor and document of classroom activities
- Perform transitions from one activity to the next
- Assist with preparation of lesson plans and applicable data entry
- Assist with providing meals, clean up, and toothbrushing
- Actively participates in the recruitment of eligible children and families
- Assist with parent teaching and home visits
- Perform data entry and filing tasks
- Attend and participate in various meetings
- Perform safety checks in the classroom to ensure classroom safety
- Greet incoming families and perform health checks
- Other related duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Level I: Entry level must meet the requirements of the job descriptions, and have one year of experience working with preschool children.

Level II: Basic requirements and Childhood Development Associate Credential (CDA) that is age appropriate to the children being served in the center-based programs; or a state-awarded certificate for preschool teachers that meets or exceeds the requirement for a CDA, and one year of experience working with preschool children.

APPROVED: 7-6-2023

REVISED: 8-12-2023, REVISED 2-04-2025

TEACHER AIDE ...CONTINUED

CONDITIONS OF EMPLOYMENT:

- Criminal Background Check
- Fingerprint Clearance Card, Level I
- TB Skin Test
- Motor Vehicle Report (annually)

CERTIFICATES & LICENSES:

- Food Handlers license (within 6 months)
- CPR/first aid/interrater (within 6 months)
- Childhood Development Associate Credential (CDA)- Level II only

TECHNICAL COMPETENCIES:

- Communication with children

GENERAL COMPETENCIES:

- Collaboration
- Communication
- Conflict Resolution
- Cultural competence
- Discretion
- Problem solving
- Teamwork

TRAVEL REQUIRED:

XXX < 5% < 25% < 50% < 75% 100%

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

Physical Activity: Frequent listening, talking, standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, lifting, finger use, grasping, feeling, and repetitive motion. Occasional sitting and pulling.

Physical exertion: ___ Sedentary; ___ Light; X Medium; ___ Heavy; ___ Very Heavy. Work involves exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Visual requirements: Close visual acuity for compiling and analyzing data; viewing a computer screen; and reading.

Working conditions: Regular exposure to potential physical harm, hazardous chemicals, and infectious disease. Occasional exposure to extreme weather conditions.

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TEACHER AIDE ...CONTINUED

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, HR@nacog.org.

SIGNATURES:

This job description has been approved by:

Department Director: _____ Date: _____

Human Resources Director: _____ Date: _____

Executive Director: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____