



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

Job Description

Position: Substitute Pre K Teacher Assistant

Location: Hampton – Aberdeen Elementary School

Component: Education and Training Services

Supervisor: Director of Education and Training

Qualifications: Candidates must have a Child Development Associate Credential or Degree related to Child Development or Early Childhood Education. At least 1 (one) year experience working in a classroom setting is preferred. Background check and valid Virginia Driver's License required for employment.

Key Responsibilities

- Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work
- Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher
- Observe student behavior and learning, communicating observations regularly with the teacher
- Aid students with the use of specialized equipment
- Support the teacher with clerical work, record keeping, and preparation of instructional materials, preparation of displays and bulletin boards, and other non-instructional tasks as assigned
- Maintain the orderly arrangement of materials and equipment within the classroom
- Assist the teacher and students with cleanup from activities
- Assist students with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school
- Support students with special needs by following provisions specified in their IEPs/504 Plans
- Aid the teacher in handling interruptions and emergencies
- Communicate to the teacher any unusual situations or needs of students
- Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Director of Education and Training

Knowledge & Skills

- Follow oral and written directions
- Establish effective working relationships with staff and students
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information

Physical Requirements

- Perform duties typically in school settings, to include: classrooms and recreational areas
- Frequent walking, standing, stooping, and lifting up to approximately 30 pounds
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days