

Southern Vermont Community Action (SEVCA)
JOB DESCRIPTION

For VT State Licensing

- ☐ 7.3.1 Director
- ☐ 7.3.2.1 Teacher
- ☐ 7.3.2.2 Teacher Associate
- ☐ 7.3.2.3 Teacher Assistant
- ☐ 7.3.2.4 Trainee
- ☐ 7.3.2.5 Classroom Aide

Position Title: Teacher Associate

Effective date: July 2025

Department: Head Start

Co-Supervisors: Lead Teacher and Education/Disabilities Services Manager

Job Classification: hourly wage

Job Objectives and Job Summary:

Teacher Associates are responsible for being familiar with Head Start Performance Standards, Vermont Early Learning Standards, and Vermont Child Care Licensing Regulations for Center Based Child Care and Preschool Programs, and ensuring they are being met in the classroom. Teacher Associates are part of a team designed to provide all children with a safe, nurturing, and engaging learning environment. The teacher associate is part of a team that meets regularly. This position requires a close collaborative working relationship with the Lead Teacher, Teacher Assistant, parents and other center staff.

Responsibilities:

- Meet the qualifications for at least “Teacher Assistant” in the Vermont Child Care Licensing Regulations for Center Based Child Care and Preschool Programs and Head Start Performance Standards.
- Teacher Associates model positive, respectful interactions with adults and children alike. They are role models for parents, and an ambassador for the program.
- Participate in a developmentally appropriate preschool experience for children.
- Participate in parent activities in collaboration with Family Partners.
- Participate in regularly scheduled individual supervision meetings, team meetings, center staff meetings, staff development days, and SEVCA All Staff meetings.
- Participate in ongoing training according to an Individualized Professional Development Plan that meets the requirements of the Vermont Child Care Licensing Regulations for Center Based Child Care and Preschool Programs for this position.
- Assist the lead teacher with all aspects of the classroom including: paperwork, curriculum planning, screenings, and documentation for children’s assessments.
- Assist in daily room maintenance.
- Substitute for the lead teacher in her absence.
- Respect and respond competently to the culture, traditions, lifestyle, language, and values of each family and community.
- Offer parents opportunities to be involved in group activities, meetings, and educational activities based on their interest and need. Also offer opportunities for parents to build *on* their goals, strengths, and access needs.
- Facilitate, support and document family engagement activities in collaboration with Family Partners.
- Contribute to the Monthly Newsletter.
- Contribute input to monthly Case Management meetings with Family Partners.
- Ability to speak the language of the majority of the children in the classroom.
- Ability to work collaboratively with coworkers and maintain a team effort at all times.
- Represent the program at local, state and regional meetings and conferences.
- Ability to lift, twist, and turn with 50 pounds of weight.
- Enter and submit biweekly attendance to Child Care Services Manager (for full day/year children only)
- Behavior management and interactions with children must be positive and respectful.

All Policies were reviewed during June/July/August 2025

Presented to PC: September 2025

Approved:

- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
- Be present at work in order to provide consistency of services.
- Complete needs assessment and participate in the practice-based coaching model within the program, if selected
- Other duties as assigned.

Job Standards/Accountability:

Teacher Associates will adhere to the Head Start Performance Standards, Vermont Early Learning Standards, and the Vermont Child Care Licensing Regulations for Center Based Child Care and Preschool Programs, the SEVCA Personnel Policies and SEVCA HEAD START Policies and Procedures. Teacher Associates report directly to the Lead Teacher and ESDM.

Working Conditions:

The Teacher Associate is considered a full-time position with at least 32.5 hours per week, hourly wage, and program year position. The hours depend on the number of Head Start children served in the classroom, and whether the center offers full day care. Teacher Associates help Lead Teachers manage their own classroom space and are responsible for its general upkeep and daily maintenance. Benefits are attached to this position according to the SEVCA Personnel Policies. Professional Development will be partially supported by SEVCA HEAD START. Teacher Associates are also given paid planning time on a daily basis.

Qualifications:

- Associate's Degree in Early Childhood Education or a related field required, or at least 21 credits in early childhood and currently enrolled in an Associate/Bachelor degree program, or current CDA. This includes at least 12 months experience working with preschool age children.
- Minimum of 15 clock hours of professional development activities each year.
- Experience working with young groups of children.
- Experience with working with low-income families.
- Ability to maintain confidentiality of families and children at all times.
- Ability to obtain a satisfactory criminal record and fingerprint check
- Positive attitude.

All Policies were reviewed during June/July/August 2025

Presented to PC: September 2025

Approved: