

**Date Posted:**

## **Texas Head Start Association**

### **JOB OPPORTUNITY POSTING**

**Job Title: Teaching Assistants**

**Employer/ Agency: Harris County Dept. of Education**

**Job Description:** Assist the teacher in the preparation and management of classroom activities and administrative requirements as it applies to children enrolled in the Head Start center. Ensure compliance with all HCDE policies, division procedures, Head Start Program Performance Standards, Child Care Licensing Minimum Standards and other local, state and federal regulations.

#### **Qualifications:**

Education/Certification:

- \* High School diploma or GED equivalence
- \* Pre-School Child Development Associate (CDA) credential or Associate degree in Early Childhood Education or related field;
- \* Enrolled in Pre-School Child Development Associate (CDA) credential program to be completed no later than 12 months and CDA credential achieved no later than 24 months of hire date; or
- \* Enrolled in a program leading to an Associate or Bachelor's degree

Special Knowledge/Skills:

- \* Ability to work well with adults
- \* Ability to communicate effectively
- \* General knowledge of computer systems and software applications
- \* Basic written and verbal communication skills
- \* Bilingual (English/Spanish) speaking skills a plus

Experience:

- \* Six months to one year experience working with young children in a Head Start program or other early childhood education program or documentation of 24 hours of early care and education training obtained within the past twelve months

**Hours: Morning Shift**

**Salary: \$17,054 - \$17,221**

**Send your resume and cover letter to: [Inilon@hcde-texas.org](mailto:Inilon@hcde-texas.org)**

**Attn: Laura Nilon-Williams**

**Address: 6300 Irvington Blvd.**

**City, State, Zip: Houston, TX 77022-5618**

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**Application Method Preferred: [www.hcde-texas.org](http://www.hcde-texas.org)**

**Opening Date: 06/20/2017**

***If your response to this job posting results in successful employment, please email THSA at [webmaster@txhsa.org](mailto:webmaster@txhsa.org) with the hiring details of your new job opportunity.  
Thank you***