



Kids Are First, Inc.

400 West Peña Street/ PO BOX 1378
Carrizo Springs, TX. 78834
Ph. 830 876-9265/Fax 830 876-9285

JOB POSTING

Position: Teacher Assistant
County: Maverick
Date Open: 06/18/2025
Date Closed: Until it is filled

Kids Are First, Inc. is seeking to fill the position of Teacher Assistant. This role involves partnering with the lead teacher to develop engaging activities for preschool children, thereby providing them with valuable experiences and fostering an appropriate learning environment.

The position will be responsible for the following duties:

- Assists the teacher in all classroom activities, and outdoor activities including lesson plans.
- Assists in developing materials and providing activities for children and families served.
- Participates in the screening, observation and documentation of children.
- Supervise children at all times.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS

- Enrolled in a CDA credential program to be completed within two (2) years of the time of hire.
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PREFERRED QUALIFICATION

- Enrolled in a program that will lead to an associate or baccalaureate degree in an educational field.
- Current Child Development Associate (CDA) credential
- State-awarded certificate that meets or exceeds the requirements for a CDA credential

Bilingual preferred (English/Spanish) or English and other languages in the local area).

TO APPLY: Download the application form from www.kafhs.org and submit it with your credentials to Human Resources via email at humanresources@kafhs.org or in person at any KAF center or our main office at 400 West Pena St, Carrizo Springs.

PLEASE NOTE: Interested applicants for this position must submit their application, resume, and educational requirements by the established deadline.

KIDS ARE FIRST INC is an EQUAL OPPORTUNITY EMPLOYER

KIDS ARE FIRST INC.
Teacher Assistant
Job Description

IMMEDIATE SUPERVISOR: **Center Manager**

CLASSIFICATION: **Non-Exempt**

A. POSITION SUMMARY

This position works as a part of a teaching team to work as a partner with the teacher/lead teacher in developing activities for preschool (Head Start) children to provide them with varied experiences and an appropriate learning environment. Assist teacher in carrying out the goals, policies, and activities designed to implement educational objectives and performance standards.

B. DUTIES AND RESPONSIBILITIES OF THE POSITION

Duties of the position are described in major functional areas listed below. Additional duties may be assigned.

- Assists the teacher in all classroom activities, field trips and outdoor activities including lesson plans.
- Assists in developing materials and providing activities for children and families served.
- Participates in the screening, observation and documentation of children.
- Supervise children at all times.
- Helps keep the classroom and its contents clean and orderly.
- Uses initiative and imagination to assist the child and be perceptive and knowledgeable about the needs of each child.
- Takes charge of the class in the teacher's absence.
- Makes home visits with the teacher as required or requested and documents.
- Involves parents/families in the educational activities of the program.
- Recruit parents to volunteer in the classroom.
- Assists the teacher with collecting monthly in-kind records from parents and community members participating in the program.
- Assists with the supervision of all assigned volunteers in the classroom.
- Attends all trainings and meetings as deemed necessary.
- Becomes thoroughly familiar with KAF Employee Handbook, Operations Manual, KAF Policy and Procedures, resources and adheres to them.
- Maintains strict confidentiality with respect to Kids Are First, Inc., children, families and staff in accordance with established policies and procedures.
- Performs other duties as assigned.

C. LANGUAGE SKILLS

- Bilingual preferred (English/Spanish or English and other languages present in the local area).

D. EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS

- Enrolled in a CDA credential program to be completed within two (2) years of the time of hire; or

PREFERRED QUALIFICATIONS

- Current Child Development Associate (CDA) credential; or
- State-awarded certificate that meets or exceeds the requirements for a CDA credential; or
- Enrolled in a program that will lead to an associate or baccalaureate degree in an educational field.

E. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Occasional need to lift typical office items, including small furniture, some equipment, boxes, etc.
- May be required to lift up to 45 pounds.
- Travel may be required associated with attendance at conferences, meetings and other duties carried out at different center locations, in and out of state and in some cases overnight travel may be required.
- Noise level in work environment may be moderate to loud.
- Must be available, as requested, for a variety of evening and weekend meetings as well as social and community events.

F. EMPLOYMENT CONDITION UPON RESULTS OF THE FOLLOWING

- Criminal history clearance central registry, DPS and FBI clearance
- Successful Physical Capacities Examination and TB screen results.
- Must have reliable transportation and if/when using own vehicle must have minimum automobile coverage required by state.
- To drive agency vehicles must have a valid driver's license and be insurable by the KAF, Inc. insurance carrier and have a Motor Vehicle Record acceptable to KAF, Inc.

G. DISCLAIMER

- This job description is intended to convey information essential to understanding the scope of this position. Nothing in the job description restricts KAF right's to change, assign, or re-assign duties and responsibilities at any time for any reason.