

JOB POSTING

JOB TITLE: Teacher Assistant
DIVISION/OFFICE: Early Childhood Development Division
EMPLOYMENT TYPE: Full-time
REPORTS TO: Center Director / Deputy Director of Education/Disability Services

LOCATION: TBD
FLSA STATUS: Non-Exempt
SOC CODE: 25-9040
COMPENSATION: \$19.9299 - \$24.2195 (hourly rate)

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

POSITION SUMMARY:

- The Teacher Assistant will be part of the educational team which provides intentional learning experiences to preschool children ages 3 and 4 years old. This position assist the teacher with providing a learning environment that is safe, comfortable and healthy, in order to enhance the children's growth and development.

RESPONSIBILITY AND DUTIES:

- Participates actively in the implementation of the Preschool Teaching and Learning Standards as well as for the curriculum alignment with New Jersey – Department of Education: Core Curriculum Content Standards.
- Join in the planning and implementation of the Creative Curriculum in the preschool classroom with 15 three or four years old children to provide individualized classroom experiences that are developmentally, linguistically, culturally and age-appropriate for the children served.
- Contribute in the children assessment (ESRI-R, ASQ-SE and GOLD) throughout the year.
- Play a part of the Implementation of detailed activities for individual, small and whole group of children according with their needs during the school year.
- Attends all required trainings and workshops that comply with applicable State and Local laws for identifying and reporting child abuse and neglect.
- Remains up-to-date on information that pertains to the needs of the children in the program including Head Start Performance Standards, child care licensing regulations and other applicable regulations and practices.
- Assist in the development of individual plans for each child to meet established school readiness goals and child outcomes.
- Works as a team member with the other education staff, parents and Parent Committee members to develop a curriculum that is meaningful and meets the individual child, family and program needs.
- Be a team player in providing high quality services and classroom management.
- Attend home visits with teacher and assist with the preparation of parent-teacher conferences with families.
- Establishes a positive relationship with parents and creates an environment which foster's engagement and participation in their children's education and agency events.
- Assist teachers in maintaining a safe and healthy learning environment for children that is positive, developmentally appropriate and evidence-based.
- Assist teachers in providing children sufficient and appropriate outdoor daily time (see Operations Manual for specifics).
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- Bachelor's Degree or an Associate Degree in Early Childhood Education or related education field and 3 years of experience working with preschool children
- Have equivalent Associate Degree documenting at least 60 college credits including a minimum of 30 credits in Early Childhood and 5 years of experience working with preschool children.
- Candidate must have a current Child Development Associate Credential (CDA) and a minimum of 5 years working with preschool children.
- Bi-lingual (English and Spanish).
- Excellent oral and written communication skills.
- Candidate must have computer and internet skills.
- Interact professionally with other employees and participants.
- This position requires business attire that is appropriate for outdoor activities and all weather conditions.
- Candidate must be physically able to arrange classroom furniture, children cots, and speak to children at eye level.
- Required to sit and walk for long periods of time.
- While performing the duties of this job, the employee is frequently exposed to a variety of weather conditions.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SCHEDULE:

- Monday – Friday**, 8:15 am -4:15 pm (Schedule may vary according to meet Early Childhood Development needs)

TO APPLY:

- Please email your resume with cover letter to: Yshin@lacasanwk.org Only candidates being considered for an interview will be contacted.
Open Date: September 28, 2018 **Closing Date:** December 30, 2018

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

To learn more about our organization, please visit our website: www.lacasanwk.org

