



## POSITION ANNOUNCEMENT

### Substitute Teacher Assistant

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasanwk.org](http://www.lacasanwk.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a temporary Substitute Teacher Assistant that supports the Center Director and Managing Director of the Early Childhood Development Department in assisting with the day-to-day administration and operations of the department on an as needed basis. To be successful in this role, the Substitute Teacher Assistant should be able to establish a positive relationship with both parents and students, create an environment which fosters engagement and participation in the children's education, and truly enjoys working with children. The Substitute Teacher Assistant will serve as an integral member of the Early Childhood Division and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Actively participate 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 up to 20 children (ages 3-4 years old) 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.
- Attend all required trainings and workshops that comply with applicable State and Local laws for identifying and reporting child abuse and neglect.
- Remain up to date on information that pertains to the needs of the children in the program including Head Start Performance Standards, childcare 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.
- Work 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.
- Establish 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.
- 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.

**Educational, Required Skills and Experience Requirements:**

- Child Development Associate (CDA) Certificate in Preschool.
- Minimum High School required.
- Must be Bilingual in both English and Spanish.
- No Experience Needed (Training will be provided).

**Physical Requirements:**

- Must be able to carry a child up to 40 lbs.
- Minimum physical demand, as is an office related position.

*\*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.*

**Compensation, Schedule, and Other Information:**

- **Employment type:** Temporary
- **FLSA status:** Non-Exempt
- **SOC code:** 25-9040
- **Reports to:** Center Directors and/or Managing Director
- **Schedule:** Monday – Friday; 8:15am – 3:15pm
- **Compensation:** \$16.00 per hour
- **Fringe Benefits:** Employee assistance program, paid sick leave, holiday pay, and 401k Retirement Plan offered upon eligibility with 2% employer match.

**COVID-19 Vaccination Requirements**

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

**To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with **“Substitute Teacher Assistant”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*