

EMPLOYMENT OPPORTUNITY



Guadalupe
Centers

Department: Early Childhood Education Center

Job title: Teacher Assistant

Reports to: Director

Job Purpose:

To assist with creating a quality program and a class environment conducive to learning and personal growth; to establish effective rapport with students; to establish good relationships with parents and other staff members.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Promote and support children's social, emotional and physical development consistent with the philosophy of Head Start.
- Assist and provide input with planning and developing creative curriculum and opportunities for social and emotional development.
- Work in collaboration with all program staff.
- Assist with implementation of lesson plans and daily activities both indoors and outdoors.
- Demonstrate the knowledge of early childhood theories of growth and development.
- Provide support with individualized learning opportunities to children in order to enhance their development of cognitive and language skills.
- Establish a quality early childhood learning environment, with attention to standards of health, safety, and organization and maintain the policies and procedures of the program.
- Consult with lead teacher on observations and assessment of children.
- Observe and document each child's learning and development in support of DRDP data collection.
- Assist with maintaining required individual children assessments in compliance with Early Childhood affiliated Federal and State contracts.
- Provide lead role of lesson implementation in the absence of the Lead Teacher.
- Maintain a professional relationship with staff and families.
- Maintain confidentiality regarding children and parents.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual verbal and written skills in English and Spanish strongly preferred.

EDUCATION and/or EXPERIENCE

- Associates degree in Early Childhood or Associates degree with 9 hours in Early Childhood
- Two (2) to four (4) years' experience working in Early Childhood Education
- Must have early childhood classes in transcript
- Current Certificate in Early Childhood

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift items. The employee is directly responsible for safety, wellbeing, and work output.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

APPLY BY:

The intent of this job description is to provide a representative summary of the essential functions that will be required of position given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties through their hiring department. Specific job related duties assigned by hiring department shall be consistent with the representative essential functions listed above and shall not be expanded in role or scope.

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IF YOU WOULD LIKE TO APPLY, PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO OPPORTUNITIES@GUADALUPECENTERS.ORG. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH A COPY OF TRANSCRIPTS/AND OR/ DEGREE CERTIFICATE TO YOUR SUBMISSION.

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