

## **JOB DESCRIPTION**

**POSITION:** Teacher Assistant

**PROGRAM:** Early Childcare Education Centers (ECE)

**STATUS:** Part time, Non-Exempt

**COMPENSATION:** \$17.00 - \$21.00

**REPORTS TO:** ECE Program Manager

### **Organizational Background:**

Proyecto Pastoral was founded in 1986 to empower the Boyle Heights community through grassroots projects in education, leadership, and service. Proyecto is a highly effective community-based organization that focuses on building residents' leadership to create change in their community. Our initiatives include: Guadalupe Homeless Project, an emergency shelter and clothing distribution center for recently immigrated men and senior aged women; IMPACTO, a multi-faceted youth development program; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for Kindergarten; and Comunidad en Movimiento, focused on civic engagement and leadership development. Proyecto Pastoral is the backbone organization for Promesa Boyle Heights, a cradle to college/career initiative. Proyecto Pastoral serves nearly 6,000 children, youth and families.

### **Job Summary:**

We are looking for an Assistant Teacher who facilitates activities for children designed to promote their social, physical, and intellectual growth. Assists in the planning of individual and group activities to stimulate learning, according to the ages of the children and according to the guidelines of the Emergent Curriculum. This position is situated in the Educational Service component of an Early Childhood Education program. The Assistant Teacher reports to the Child Development Supervisor for organizational guidance, performance evaluation, and professional development planning.

### **RESPONSIBILITIES:**

- Provide children with a learning environment and the varied experiences which will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence.
- Integrate the educational aspects of the various ECE components in the daily program of activities.
- Involve parents in education activities of the program to enhance their role as the principal influence on the child's education and development.
- Assist parents to increase knowledge, understanding, skills and experience in child growth and development.
- Identify and reinforce experiences which occur in the home that parents can utilize as educational activities for their children.
- Assists teacher in implementing safety rules and supervises activities of children to insure their safety.
- Conducts daily inspection of indoor and outdoor facilities and removes debris and hazardous and unsafe equipment and materials.
- Observes the daily health condition of the children and reports results to the teacher.
- Assists children during snack and meal times and demonstrates appropriate dental and personal hygiene.
- Assists teacher in straightening up and maintaining an orderly learning environment
  
- Under the guidance of the teacher, assists in all functions of the center.
- Cooperates with the team learning activities; such as
- Shares responsibility for art, songs, games, dramatic play and other appropriate activities

for preschool children.

- Helps develop the social, cognitive, and physical skills of the children.
- Helps the parents understand the goals and methods of the classroom program.
- Listens to parents and informs staff of parental concerns.
- Supervises classroom activities for brief periods of time when the teacher is called away.
- Helps to plan and supervise field trips.
- Participates in team meetings and parent conferences or home visits.
- Assist with record keeping.
- Provides evaluative information to the teacher on the progress and developmental status of each child (DRDP observations).
- Assists teacher in designing and planning daily classroom program and schedule according to the Emergent Curriculum model and any other agency policies and procedures to meet the ECE performance standards.
- Assists teacher with attendance and reports.
- Participates in meetings of classroom teaching team.
- Attends orientations, in-service training educational program, conferences and workshops, as required.
- Assists in recruiting and maintaining full enrollment.
- In addition, direct daily supervision and guidance is provided by the Teacher.
- Attends trainings and meetings, as scheduled and/or assigned.
- Perform special projects and/or other related duties as assigned.

#### **EDUCATION:**

- Associate Degree or higher in early childhood education, child development, or a related field.
- Yearly professional development plan is required.

#### **EXPERIENCE, KNOWLEDGE AND SKILLS:**

- At least 6 mos. of paid or volunteer experience working with children ages 3-5yrs.
- Able to work with children from low-income families.
- Understanding and knowledge of the various cultures represented in the community being served.
- Demonstrates the ability to take on independent responsibilities, exercises initiative, assists in promoting a harmonious center environment.
- Able to work cooperatively and constructively with other adults.
- Possesses desire to enroll in regular job-related classes for self-improvement and professional development.
- Skills in written and oral communication in English.
- Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation;
- Uses highly effective teaching practices that support children's development towards School Readiness;
- Can articulate knowledge of CLASS (Classroom Assessment Scoring System) and uses strategies with children that align to CLASS;
- Able to demonstrate competency in role as Teacher;
- Shows ongoing progress on professional development goals set on annual evaluation; and
- Actively participates in Professional Development, including coaching, participation results in growth and increased use of effective teaching practices.
- Must be able to carry out all essential functions satisfactory; reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Approximately 50 percent of the time is spent sitting. However, will frequently be required to walk, stand and bend. Occasionally required to stoop, kneel, or crouch. Required to lift and/or move unassisted up to 25 pounds.

**REQUIREMENTS:**

Prior to hire, the following must be assured:

- Clear criminal record with the Department of Justice following a fingerprint screening; • Completed and signed statement of any pending and prior criminal
- arrests/charges/convictions related to child sexual abuse, child abuse and neglect, and/or violent felonies;
- Successful completion of an initial health examination, performed by or under the supervision of a physician, to determine, at a minimum, if the prospective employee can perform the duties outlined in the position description;
- Proof of the absence of Tuberculosis, from a physician, to show that the prospective employee is cleared to work with children and families;
- Use of an automobile with proper insurance coverage and valid California driver's license.

**HOW TO APPLY:**

Please email your cover letter and resume to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org). Please include "Teacher Assistant" Application in the subject line.

*Proyecto Pastoral is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.*