

JOB DESCRIPTION

POSITION: Teacher Assistant
PROGRAM: Early Childhood Education Centers
STATUS: Non-Exempt
PAY RANGE: \$17.00 - 21.00 DOE
Reports to: Program Manager

Proyecto Pastoral was founded in 1986 by community residents and the California Province of Jesuits. Our mission is to empower the community of Boyle Heights through grassroots projects in education, leadership, and service. Proyecto has grown into a highly effective community based organization that focuses on building reciprocal relationships with residents so they are empowered to create change in their own lives and in the life of the community.

Our community building programs include the Guadalupe Homeless Project, an emergency shelter for men and a separate shelter for senior aged women; IMPACTO, a youth development program for K-12 youth; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for kindergarten, and *Comunidad en Movimiento*, a civic engagement and leadership development program. Proyecto Pastoral also serves as the backbone organization for Promesa Boyle Heights, a cradle to career collaborative that is changing outcomes for neighborhood youth. Proyecto Pastoral serves over 6,000 children, youth, families and individuals annually.

POSITION 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.

KEY DUTIES AND 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 teachers in implementing safety rules and supervises activities of children to ensure 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 teachers 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 ensuring all materials are ready before implementation of activities.
- Shares responsibility for art, songs, games, dramatic play and other appropriate activities for 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 teachers in designing and planning daily classroom programs and schedules according to the Emergent Curriculum model and any other agency policies and procedures to meet the ECE performance standards.
- Assists teachers with attendance and reports.
- Participates in meetings of the classroom teaching team.
- Attends orientations, in-service training educational programs, 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 training and meetings, as scheduled and/or assigned.
- Perform special projects and/or other related duties as assigned.

EDUCATION:

- At minimum 12 units in early childhood education or equivalent
- Assistant or Associate Child Development Permit (or) higher.

EXPERIENCE:

- At least 6 mos. of paid or volunteer experience working with children ages 3-5yrs.

KNOWLEDGE AND SKILLS:

- 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 satisfactorily; 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, jog, run, 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 background check. A completed, signed statement of any pending and prior criminal arrests/charges/convictions related to child abuse and/or violent felonies clearance.
- 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.
- Submission of immunization that shows vaccine against Pertussis (whooping cough), Measles and flu (annual).
- Proof of COVID-19 vaccine.
- Valid California identification.
- Submission of appropriate teacher permits or other degrees.

HOW TO APPLY:

Please email your cover letter and resume to hr@proyectopastoral.org. Please include "Teacher Assistant Resume" 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.

This institution is an equal opportunity provider