



TITLE: Teacher Assistant
CLASSIFICATION: Non-Exempt
REPORTS TO: Education/Site Supervisor
DEPARTMENT: Education
EMPLOYMENT STATUS: Full Time or Part Time / Schedule varies based on program needs

LOCATION: All Locations
PROGRAM: Early Childhood, Pre-K
SALARY RANGE: TBD

ESSENTIAL FUNCTIONS:

- Work daily as a classroom Pre-K Teacher Assistant supporting the Teacher in the following areas listed below:
- Supervising children in a safe, positive and developmentally appropriate environment.
- Demonstrate a thorough understanding of the designated curriculum through proper daily implementation with developmentally appropriate conversations, behaviors and guidance strategies and ability to model for teaching staff, children, parents, community volunteers and interns.
- Log daily child attendance and meal counts and submit monthly to designated content area Supervisors/Specialists.
- Conduct developmental screenings, parent conferences and ongoing assessments within the required time frames.
- Maintain anecdotal notes, as well as developmental and numerical data records on each child, with written and verbal input from other teaching staff in child's record and data entry software.
- Participation in meetings, Professional Learning Communities and Professional Development as required by designated program.
- Collaborate with the district personnel, Family Advocates and Content Area Supervisors/Specialists to assist and support in the areas of Health, Nutrition, Mental Health & Disabilities, Education and Family & Community Engagement.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS: (Must be fully met in order to qualify for position)

- Pre-School CDA or to be in the process of obtaining a Pre-School CDA within 10 months of employment and 1 year experience in a preschool classroom setting or equivalent experience working with children and working with a team.
- Proficient computer skills, including data base systems, and access to email and internet.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

ADDITIONAL PREFERRED QUALIFICATIONS: (Optional, used to determine best match in candidates)

- Associates or higher in Early Childhood Education or related field and experience with Head Start, Abbott Program and NAEYC standards with knowledge of designated curriculum.

Submit resume to hr@hopes.org

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