



HISPANIC CENTER

of western michigan

Position Description

Teacher Assistant- The Preschool Teacher Assistant oversees the supervision, safety, and education of students utilizing the approved curriculum. The preschool teacher assistant reports to the Lead Teacher. The Preschool Teacher Assistant will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers, and other community early childhood program peers. The Teacher Assistant is responsible for providing an educational foundation approved curriculum for children 4 to 5 years of age. The teacher Assistant will engage in a 4-year-old classroom with 16 students and families with the support of the Lead Teacher. They will assess the students using Brigance testing and COR advantage documentation. In addition, they will assist in family engagement activities as well as fall and spring home visits and conferences.

Organization

Founded in 1978, The Hispanic Center of Western Michigan mission is "TO UNITE HISPANICS WITH RESOURCES THAT ENABLES THEM TO BECOME SELF SUFFICIENT AND EMPOWERED TO STRENGTHEN WEST MICHIGAN" We do this through education, economic development, and outreach. For more information, please visit www.hispanic-center.org

Responsibilities

- Time (35 hours per week Monday through Friday 8:30 am-2:30 pm)
Assist the Lead teacher in creating and establishing a safe environment for children to learn and play.
- Prepare lesson plans with the Lead teacher based on approved curriculum.
- Supervise the children at all times, counting the children throughout the day as we come back from outside.
- Assist the children in developing social and emotional skills necessary for them to work in small groups.
- Take charge of a small group with students to have better one on one.
- Have great communication skills to be able to communicate to families.
- Assist in preparing for parent/teacher conferences
- Prepare needs and list of supplies for the relevant classroom
- Keep certifications current (CPR, First Aid, etc.)
- Assist with lunchtime opening up milk cartons and other packed foods and naptime placing the cots around the classroom.
- Take a role in large groups when needed if the Lead teacher is assisting elsewhere.
- Enter COR documentation for students for each checkpoint (Fall, Winter, Spring)

- Team player who is willing to work with other teachers to impact the students for success.
- Ability to follow regulations according to licensing and our childcare standards.
- Cultural competency and the ability to work with people from diverse backgrounds and cultures.
- Attend Mandatory training and meetings as needed.
- Knowledge of computer software programs for weekly documentation.

Qualifications

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Ability to work well with others in a team approach
- Knowledge of computer software programs for the management and manipulation of data.
- Ability to communicate effectively, both orally and in writing
- High-level knowledge of data collection and statistical principles. Ability to use logic and scientific rules and methods to solve problems
- An associate degree in early childhood education or a CDA Credential child development with a specialization in preschool teaching. The transcript will document a major, rather than a minor, in child development or early childhood education.
- Bi-lingual (Spanish/English) preferred.
- Prior work experience working with vulnerable children and families
- Knowledge of computer web based programs, Word, Excel, and PowerPoint
- Proven Self Starter
- Associates or CDA credential Degree in Early Childhood or Child Development
- Must provide verification of education (Credentials, Transcripts)
- Experience with Early childhood education settings
- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying small and light objects.
- Consent to a comprehensive background check and be found eligible for employment.
- Completes 24 hours of professional development during the school year and participates in other staff development and training.
- Take TB test and be free from communicable Tuberculosis.

Offer contingent on fund approval