



POSITION TITLE Pre-K Teacher Assistant

DEPARTMENT Early Childhood

LOCATION Takoma Park, MD

PRIMARY PURPOSES OF JOB

Support the Co- Teacher in implementing true-quality Developmentally Appropriate Program (DAP) in the PK Program.

ESSENTIAL DUTIES

Professionalism:

- Arrive at on-time and ready to begin work
- Follow all policies as outlined in the Employee Handbook
- Follow all health and safety procedures as outlined in handbook and in licensing and health regulations
- Work cooperatively with all staff members
- Work as a team with Co- Teacher
- Demonstrate a positive attitude
- Be flexible with assignments and schedule when necessary
- Use appropriate avenues for reporting concerns and/or airing grievances
- Communicate directly.
- Be open to suggestions for growth/approach criticism with learning attitude

Learning Environment:

- Before children start the program, set up the environment based on the curriculum selected
- On a weekly basis change materials and/or displays to reflect current area of study and interest of children
- On a weekly basis change displays of children's art and writing efforts
- On a daily basis prepare materials that will be used by children in learning centers and by teachers in small group activity.

Teacher-child interaction:

- Build relationships with each child by welcoming children each day, engaging in conversations and responding to their needs
- Guide children's learning by talking about their work, providing additional information to extend their learning, and asking open-ended questions.
- Engage children in age-appropriate activities that support the ELS

Assessment:

- Observe and document observations of children on a weekly basis
- Reflect on observations based on ELS and curriculum objectives
- Collect sample of children's work to document progress
- Obtain input from parents on their child's interests, characteristics, and development

Weekly lesson plans:

- Develop weekly lesson plans based on the daily observations of children's developmental level and interests
- Integrate result of reflections into lesson plans
- Integrate the area of study throughout the learning centers and daily schedule
- Identify Early Learning Standards (ELS) that will be addressed for whole group
- Identify ELS that will be addressed for individual children

Family Involvement:

- Develop a relationship with the family members who come into the program by greeting each person, learning their names, and listening to the things they would like to share.
- Communicate on a daily basis with parents, either in person, written form, or by telephone
- Send home ideas of activities parents/family members can do to support the ELS being addressed in the classroom
- Implement strategies to involve parents in the classroom, e.g. reading stories, making materials, sending in empty food containers to put in dramatic play, etc.
- Attend parent meetings

Professional Development:

- Develop a professional portfolio
- Keep the portfolio up to date with training certificates, copies of lesson plans, significant achievements, photographs from the classroom that demonstrate competence
- Identify areas for professional growth
- Locate and attend workshops, training events, resources that support professional growth areas
- Pursue professional development by enrolling in higher education programs
- Apply new knowledge into the classroom setting to build competence

REQUIRED EDUCATION

CDA or Associate's degree, BA preferred.

REQUIRED EXPERIENCE

Two or more years of experience in the care and education of young children in a group care setting.

CORE COMPETENCIES

1. Demonstrate initiative, self-motivation, and continual learning.
2. Bilingual (English/Spanish)
3. Practice professional and effective interpersonal communication skills.
4. Ability to carry out all responsibilities, tasks and projects as assigned.
5. Ability to work both independently and collaboratively with team.
6. Propensity for problem solving.
7. Knowledge of child development and developmentally appropriate practices.
8. Nurturing character that enables the building of respectful, trusting and collaborative relationships with children and their families.
9. Ethical and professional conduct that facilitates the building of a respectful, trusting and collaborative relationship with all center staff.
10. Modeling of appropriate behavior for children, parents and other staff.
11. Respect for family information and confidentiality

PHYSICAL REQUIREMENTS

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and

environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

- (F) Light (up to 25lbs.)
- (F) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

On the job the employee must:

- (F) Bend (O) Sit (F) Squat and Kneel (F) Stand
- (F) Crawl (F) Walk (O) Climb (F) Push/Pull
- (F) Handle objects (Manual Dexterity) (O) Reach above shoulder level
- (F) Use fine finger movements

This job description does not list all the duties of the job. You may be asked by supervisors to perform other instructions or duties. You will be evaluated in part based upon your performance of the tasks listed in this description.

Management has the right to revise this job description at any time. This job description is not a contract for employment, and either you or the employer may terminate employment at any time for any reason.

To apply, please submit your resume, cover letter and references; indicating the position you are applying to:

Human Resources Department at CentroNía or DC Bilingual Public Charter School at:

1420 Columbia Road, NW, DC 20009

centroniajobs@centronia.org

dcbilingualjobs@centronia.org

Fax (202) 745-0154

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