

# **JOHN HOPE SETTLEMENT HOUSE**

## **JOB POSTING**

**TITLE:**                    **Teacher Assistant**  
**DEPARTMENT:**       **Jo-Ann Caffey McDowell Early Learning Center**  
**REPORTS TO:**         **Director**  
**STATUS:**               **Full-Time**  
**PAY RATE:**           **\$8.00/hr**

### **SUMMARY:**

The Teacher Assistant provides educational services to children in the Jo-Ann Caffey McDowell Early Learning Center (ELC). As a member of the staff of the ELC, the Teacher Assistant works in close collaboration with the Lead Teacher and other staff within the organization to fulfill the mission of JHSH. The Teacher Assistant collaborates with other staff in the ELC to ensure that the children are engaged in meaningful and appropriately challenging opportunities for socialization and learning. The Teacher Assistant is responsible for the care and education of a group of children as part of a team. The Teacher Assistant assists in implementation of the curriculum, with active participation of other members of the team, and assists and supports the Lead Teacher.

### **DUTIES:**

- Maintain a positive learning environment for children, that is clean, safe, stimulating, and appropriate for each child's developmental level;
- Support an integrated curriculum that meets the needs of individual children in accordance with the policies and philosophy of JHSH and the ELC;
- Support emerging literacy and language development in response to each individual child's interest through whole language experience;
- Support a curriculum that fosters the construction of mathematical knowledge through hands-on activities;
- Support activities that foster the development of physical knowledge and personal competency;
- Use equipment and material for indoor and outdoor play that promotes children's fine and gross motor development;
- Assist with creating appropriate learning centers and room arrangements to support the goals of the classroom;
- Promote healthy eating practices, through participating in family-style meals and introducing proper nutrition into the curriculum;
- Consider the individual child in relation to his/her culture and economic background, and help each child to become aware of his/her role as a member of the group and their community;
- Utilize positive discipline measures to teach children effective behaviors to get what they want;
- Relate to children, families, and co-workers in a positive and respectful manner by providing an environment that develops positive self-esteem;
- Complete and submit required documentation in a timely and quality manner, including personal time sheets, classroom rosters, daily attendance logs, and emergency lists;

- Assist the Lead Teacher with observing and documenting individual progress through activities, developmental checklists, and other designated screenings;
- Maintain confidentiality regarding staff, families, and children at all times;
- Communicate with parents and family members as instructed by the Lead Teacher or other supervising staff
- Assume an equal share of the housekeeping responsibilities for the ELC;
- Support and participate in activities that foster the concept of integrated service delivery for children and families at JHSH;
- Participate in the development, implementation, and monitoring of activities to enhance the organization's ability to achieve its financial goals;
- Work effectively and collaboratively with community providers to develop and strengthen the delivery of services provided to the children and families served by JHSH;
- Assume lead classroom duties in absence of the Lead Teacher
- Take initiative in finding solutions to difficult and/or sensitive problems;
- Attend and participate in required meetings and professional development activities;
- Attend ELC related functions such as graduation, Black History Show, Open House, and Parent conferences;
- Develop a professional development plan and achieve 20 hours of education-related trainings/conferences/meetings
- Support measures to keep JHSH aligned with its Mission, Vision & Core Values;
- Adhere to appropriate code of ethics, and
- Perform other duties as assigned.

### **QUALIFICATIONS:**

#### **Minimum Qualifications:**

- Hold a high school diploma or its equivalent; and have three (3) years of supervised experience in a licensed/approved early childhood program or certified family day care
- Have a history of regular participation in an ongoing early childhood staff development program.
- Willing to pursue a CDA within 18 months of hire date
- Must have a warm and friendly personality, and be able to relate well to children and family members;
- A commitment and belief in leveling the playing field for children and families growing up in challenged communities;
- Belief in strength based approach;
- Commitment to high standards of excellence;
- Handle multiple assignments/projects simultaneously, and
- Committed and enthusiastic about JHSH's mission and programs.
- Bilingual in Spanish and English a plus

## **EQUAL OPPORTUNITY EMPLOYER**

John Hope Settlement House is an Equal Employment Opportunity Employer. We do not discriminate in our employment practices on the basis of race, color, sex, religion, age, national origin, sexual orientation or veterans' status.

**To apply please send resume and cover letter to:**

**[HR@JohnHope.org](mailto:HR@JohnHope.org)**

**Human Resources  
John Hope Settlement House  
7 Thomas P. Whitten Way  
Providence, RI 02903**

**Posted: 10/18/11**