

JOB OPENING (JOB CODE: HS004)

[JOB TITLE:] Classroom Teacher Assistant

[SALARY BASE:] \$11.79/Hour

[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Malden, Lexington & Mt. Vernon

[STATUS:] Full Time [TERM:] Regular & Temporary

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] *See Summary

[JOB TYPE:] External/Internal

[SUMMARY:]

***2 Regular (on-going) full time position available.**

***2 Temporary (seasonal) full time positions available.**

Under the guidance of the Classroom Teacher(s), the Classroom Assistant Teacher will assist in implementing the Education Program which includes working with the Teacher II or Teacher III to develop age-appropriate classroom environments and lesson plans. The Assistant Teacher will be required to guide and facilitate planned activities per the Teacher including daily activities, field trips, and selecting materials for the classroom. All work must be in accordance to Head Start Performance Standard, UMOS policies and procedures and the UMOS Work plan (The Model). The Classroom Assistant Teacher will participate in implementing the health and safety of children, supervise children at all times, and implement Child and Adult Care Food Program. The Assistant Teacher will ensure that the delivery of services will be based on the principles of the Parent Family Community Engagement (PFCE) Framework and HS Early Learning Outcome Framework (HSELOF).

[JOB DUTIES:]

1. The Assistant Teacher will work in conjunction with Classroom Teacher to schedule, complete and track all required home visits/conferences, developmental screenings, ongoing assessments, collection and timely online entry of classroom observations and documentations, completion of ongoing assessment finalization checkpoints for all children in the classroom within the specified time frame for each event. The Assistant Teacher will work with the classroom teacher in using those results to create/update individualized plans with parents to address each child's needs and track child's progress.
2. Along with the teacher, the Assistant Teacher will guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom based on the Creative Curriculum Standards, HSPS and State Licensing Mandates, and UMOS Policies and Procedures. The Assistant Teacher assistant will also work with the classroom teacher in the setup, maintenance and daily preparation/clean-up of both the indoor and outdoor environments.
3. The Assistant Teacher will, when requested, assist in implementing children's I.E.P. (Individual Education Plan) or I.F.S.P. (Individual Family Service Plan) as well as seeking clarification for any aspects that are not well understood.
4. The Assistant Teacher will assist the teacher in the completion of required reports on children and classroom activities. This includes documents such as the child roster/absentee/tracking form, Active Supervision Process, Meal Count form, Classroom Child File, Case Notes, and developmental screenings and assessments.
5. The Assistant Teacher will maintain written and verbal communication with families that captures ongoing dialog regarding the developmental progress and other pertinent information regarding their child using the PFCE Framework. Examples include but are not limited to red bag notebooks, visit/conference forms, and parent notifications.
6. The Assistant Teacher will participate fully in the Family Style Meal Service and assist children in development of social and self-help skills, sound nutritional practices, and required documentation per the Child Adult Care Food Program.
7. The Assistant Teacher will follow health and safety policies and procedures including but not limited to storage of poisonous and hazardous materials, conduct health and safety checklists, daily child observation, diapering/toileting/handwashing, injury/accident prevention, child accident reports, sanitizing, cleaning and universal precautions.
8. The Assistant Teacher will work in conjunction with the classroom teacher to generate and collect non-federal share (In-kind). Examples include but are not limited to the creating, sending and collecting home activities and scheduling classroom volunteers. The Assistant Teacher will assist the classroom teacher to complete and submit all required documents for in kind.

9. The Assistant Teacher will work with the teacher to maintain positive guidance and behavioral management techniques at all times. Such examples include but are not limited to the strategic set up of the classroom, use of limit signs, classroom rules, guiding children's acquisition of social skills, positive behavior statements and reinforcement of approved social emotional curriculum and resources.
10. The Assistant Teacher will report suspected child abuse and neglect per state law and UMOS policies and procedures.
11. The Assistant Teacher will conduct direct sight and sound supervision of all children always and demonstrate active supervision through engaging with children on their level, participating in a variety of activities- including those that are child-guided. The teacher assistant will assist the teacher in ensuring the Active Supervision Process is followed at all times.
12. The Assistant Teacher will communicate with bus driver/monitor any information to be shared with child's parents or guardians about daily activities, behaviors and related issues as well as assisting in loading and unloading the children on the bus.
13. The Assistant Teacher will attend all staff meetings, trainings, in-service trainings, and center activities as assigned by the Center Manager.
14. The Assistant Teacher will submit all requested and/or required documentation that is legible, accurate, and on time.
15. The Assistant Teacher will perform other duties as assigned.

[QUALIFICATIONS:]

1. Be 18 years of age or older
2. Possess a Child Development Associate credential or state-awarded certificate that meets/exceeds the requirements for a CDA credential **or** be enrolled in a CDA program immediately upon acceptance of position.
3. Some Child Care experience is preferred.
4. Strong oral and written communication skills. Preferred Bilingual in Spanish and English (oral and written)
5. Must have basic computer skills to include, but not limited to, data entry and internet
6. Have reliable transportation; hold a valid driver's license and adequate car insurance.
7. Work flexible, irregular hours with some travel.

CONDITIONS OF EMPLOYMENT

Employment with UMOS is contingent upon successful completion of:

1. Criminal background check prior to employment
2. Physical exam and TB test showing absence of Tuberculosis within 30 days of employment
3. Complete Shaken Baby Training prior to working with children
4. Fire Extinguisher Training
5. Infant/Child CPR and First Aid within 30 days of employment
6. Submittal of all relevant educational documentation at the time of application.
7. MyTeaching Strategies training or online training modules, and become reliable in MyTeaching Strategies within 30 days.
8. Preschool Staff Only – CLASS testing modules within 30 days of completing CLASS training.
9. Must register and provide proof of registration in Wisconsin or Missouri child care registry within 30 days of employment.

WORK ENVIRONMENT

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to temperature variations generally encountered in a controlled or uncontrolled temperature environment; 5) noise level in this work is usually moderate to high; 6) occasionally required to ride school bus; 7) exposed to bumpy travel conditions.

Tools & Equipment Used: a) phones, computer system; b) fax machine, copy machine, laminator, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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3/20/2019