



*Building Better Futures*

## **CLASSROOM ASSISTANT TEACHER**

**JOB CODE: HS002**

**Schedule: Full Time On-Site**

**Work Status: Regular / Non-Exempt**

**Salary: Starting pay 12.38 / hr. based on experience and education**

**Location(s): Aurora, WI**

### **We Invite You to Join UMOs' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOs' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOs is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

#### **Benefits**

To support its team members, UMOs offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOs annually contributes at least 3% of employees' eligible compensation

#### **Advancement**

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

**Do you love working with children, and do you want them to be successful in life? If you are an educator with this vision and believe that quality education is the starting foundation for a child's success, then we have an outstanding teaching opportunity available!**

In this role, the Classroom Assistant Teacher will be 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. Will be required to guide and facilitate planned activities per Teacher's instructions including daily activities, field trips, and selecting materials for the classroom. Will ensure classroom environments are healthy and safe services which meets the needs of infant, toddlers and pre-school children and their families in accordance with the Federal Head Start Performance Standards, Licensing Rules for Group Day Care Centers, local and state regulations.

## **Primary Responsibilities (not all inclusive):**

1. 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.
2. 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.
3. Along with the 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.
4. Will work closely with classroom teacher in the setup, maintenance and daily preparation/clean-up of both the indoor and outdoor environments.
5. 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.
6. 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.
7. 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.
8. Communicate with and respond to individual children during activities and routine by communicating with children at eye level, using appropriate tone of voice and modeling and questioning to extending children's thinking and language.

9. 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.
10. 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.
11. 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.
12. 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.
13. Report suspected child abuse and neglect in accordance to state law and UMOs policies and procedures.

## **Qualifications:**

Employment with UMOs is contingent upon successful completion of:

1. COVID-19 Vaccination may be required as regulated by local, State, and/or federal requirements.
2. Be 18 years of age or older
3. 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.
4. Some Child Care experience is preferred.
5. Strong oral and written communication skills. Preferred Bilingual in Spanish and English (oral and written)
6. Must have basic computer skills to include, but not limited to, data entry and internet
7. Have reliable transportation; hold a valid driver's license and adequate car insurance.
8. Work flexible, irregular hours with some travel.

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*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*