



Job Notice Teacher Assistant

Albany Park Community Center, an Equal Employment Opportunity Employer, is seeking an individual to fill its full-time Teacher Assistant position at 5101 N. Kimball Ave., Chicago, IL.

Work Schedule: Full-time, Monday – Friday.

Examples of Duties and Responsibilities:

- Under the supervision and in cooperation with the teacher, maintain a safe and nurturing classroom environment for a group of preschool children. Assist with the education and general development of the children within the Agency's policies and procedures; and in accordance with other APCC programs, City and State licensing requirements, NAEYC Accreditation, as well as funder requirements.
- Promotes a welcoming program environment where families are valued and respected by staff.
- In cooperation with the teacher and others assigned to the room, assists with supervision children and activities, both in the classroom and outside:
 - a. in large group activities (i.e. singing, stories, music, etc.)
 - b. in supervising and participating with children during free play and outdoor activities.
 - c. in small group activities
- Works cooperatively with the teacher, consultants, specialists, coordinators and other program staff to:
 - a. Provide an optimal environment to meet each child's needs.
 - b. Coordinate additional services for children and families.
- Assists the teacher:
 - a. in preparing developmentally appropriate lesson plans that reinforce language, cognitive, small and large muscle, social and emotional skills.
 - b. in identifying supplies and equipment needed for the classroom.
 - c. in setting up a classroom environment that best suits the needs of the children in the classroom.
 - d. in preparing materials and setting-up activities in advance for the children according to lesson plans.
 - e. in maintaining attendance, food forms, education files and other records, as directed by the teacher.
 - f. in conducting two home visits and two parent/teacher conferences for each family, yearly.
 - g. in implementing Creative Curriculum for Preschoolers
 - h. in observing and documenting children's activities (in TS GOLD).
- Assists with implementing and maintaining a high-quality program in accordance with NAEYC accreditation guidelines and Head Start Performance Standards (if required), DCFS licensing and other funder requirements.
- Assists with ensuring safe and clean classroom and outdoor environments:
 - a. Ensures children are released only persons authorized by the parent(s) and each child is signed in and out of the classroom daily.
 - b. Makes recommendations for improvements and repairs, as needed.
 - c. Shares responsibility for cleaning up after all classroom and outdoor activities.
 - d. Notifies teacher of unsafe equipment or other items in the classroom and outside.
 - e. Ensures closing procedures are followed at the end of the day, as appropriate.
- Works cooperatively with all teaching staff and assists with supervising all children when classrooms are combined for activities/events and/or to meet staffing ratios.

- Attend meetings and appropriate professional development workshops to obtain a minimum of 20 training hours in accordance with DCFS licensing regulations.

Additional Responsibilities:

1. In teacher's absence, maintains the daily schedule, follows the lesson plans, and ensures that all daily records are maintained.
2. Tend to child's personal hygiene needs including changing diapers/pull-ups and changing soiled/wet clothing. Assist with toilet training, as needed.
3. Participate in the referral process for children with special needs. With the support of program staff, comply with the individual education plan for children as required.
4. Assist with recruiting children for the program.
5. Maintain knowledge of current trends in early education and child development.
6. Willingly assumes other duties and responsibilities as may be required or assigned.

Qualifications:

Required Qualifications:

- A Child Development Associate (CDA) credential, **or**
- An associate (AA) or baccalaureate (BA) degree in any area with at least 12 credits in Early Childhood Education or Child Development

Preferred Qualifications:

- Bilingual Spanish
- Associate's or Bachelor's Degree in Early Childhood Education
- Two or more years' experience working with young children
- Experience in Head Start and/or Preschool For All
- Experience in Teaching Strategies GOLD
- Member in Gateways to Opportunity Registry
- Up-to-date professional development in Gateways Registry
- Gateways Teacher Credential or proof of application for Teacher Credential

Please send **cover letter and resume** to:

Early Education Center Director
 childrensprogram@apcc-chgo.org
 Fax: (773) 866-1617

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