

**Centro de Niños, Inc.**  
Teacher Assistant

In 2012 Centro de Niños will celebrate 41 years of providing child care child development services to the working poor of our community. Throughout the years, we have grown, and the field is no longer “babysitting”. We have kept up with the demands of our funding sources in attempting to provide the very best care, social emotional, educational and physical development of the children we care for. Centro de Niños, is proud of its stellar reputation in the Child Development and greater Community. It has received various awards for its quality of care and well managed program.

As the field of child development has evolved, expectations and results have been expanded. As a result so have those of Centro de Niños. Therefore, job role and responsibilities have increased. The following is provided to you so that you fully understand your role as a Teacher Assistant at Centro.

We are committed to provide you with educational opportunities so that you can keep up with the demands of the job. This includes regular staff meetings, workshops which will be provided on site, and notifications of workshops off site. Every other year Centro presents a week-end off site workshop with the Board of Centro de Niños. This provides the opportunity for you to display your skills and work on problem solving situations.

**Position Summary:**

Teacher Assistant for Centro assist Lead Teachers in planning and implementing learning experiences that advance the social, emotional, intellectual, and physical development of child with a safe, healthy learning environment. They encourage the involvement of the families of the children and support the development of relationship between children and their families. They follow the rules of Centro and treat their colleagues with dignity and respect.

**Salary:**

Hourly, depending on education and experience

**Duties & Responsibilities:**

**Interact With Children:**

- Utilize appropriate language, interactions, and positive discipline.
- Model positive behavior.
- Assist in instructing and supervision of children in classroom activities.

- Implement age appropriate activities that support Centro de Niños standards, the funding source standards, and those of the curriculum.
- Implement and model family style eating during meal times using this time as a pleasant eating and learning opportunity.
- Continuously monitor children to ensure safety at all times, and report child abuse and neglect.

**Assess Children:**

- Access children on a regular basis as directed by the Lead Teacher or Program Director.
- Take photographs and maintain anecdotal notes, written observations, and other approved forms of documentation for children assigned to your classroom.
- Assist the Lead Teacher in completing the children's DRDP's.

**Curriculum Preparation:**

- Utilize Centro's materials, the public library, the internet to research plan and develop age appropriate activities for lesson plans in conjunction with the Lead Teacher.
- Assist the Lead Teacher in incorporating required activities into lesson plans that support the children's development.
- Help Lead Teacher prepare activities that support lesson plans.

**Communicate With Parents:**

- Maintain open communication with parents.
- Inform parents about daily classroom routine, expectations, policies, field trips and volunteer opportunities.
- Communicate with parents about incidents/accidents that have been observed and/or recorded.
- Obtain all required classroom parental signatures such as on all incident/accident reports and field trip permission slips.

**Documentation:**

- Complete all necessary paperwork for classroom activities such as meal count sheets.
- Maintain up to date and accurate education folders.
- Maintain accurate and up to date portfolios.
- Maintain classroom supply lists and inventory
- Complete all assessment paperwork.

**Supervision:**

- Support volunteers, other teacher assistants, student observers, youth program works, senior aides and other content area specialists.
- Under direction of Lead Teacher delegate duties as necessary and give constant feedback to facilitate professional growth.

**Administration:**

- Actively participate in meetings and special events which may include management, teaching, PAC, Family Nights, state agencies, funding sources and Parent Workshops.
- Participate in team meetings. Communicate and share ideas and concern with Lead Teacher, Program Director, Specialists, and Executive Director.
- Participate in staff In-Service trainings.
- Engage in continuing education and professional development activities such as trainings, workshops, and classes.
- Provide Administration with proof of completion of said professional development activities.

**Classroom Maintenance:**

- Help to maintain a clean and organized learning environment.
- Sanitized all surfaces, equipment, and classroom toys.
- Maintain quality room arrangement in compliance with curriculum standards.
- Routinely check classroom equipment and material to ensure they are in good repair, report to Lead Teacher those items needing repair.

**Other Duties as Assigned:**

- Read and familiarize yourself with the unit notebook, the Parent Handbook, the Manual of Personnel Practices and all documents signed when hired.

**Qualifications:**

- Ability to maintain confidentially.
- Oral, written communication and presentation skills.
- Demonstrated capability to interface and maintain effective relationships with administration, staff, consultants, regulators and Board Members in a team-oriented environment.
- Detail oriented, logical, and methodological approach to problem solving.
- Flexible, with the ability to work in a highly demanding, stressful environment.
- Ability to cooperate successfully as a member of a team.
- Ability to communicate effectively with other, including giving and receiving feedback on the quality of services.
- Meet any specific content area requirements.

**Education/Experience:**

- High School diploma or equivalent
- 6 units completed in Child Development.

**Special Requirements**

- TB clearance, to be renewed every two years.
- Must hold a current Child Care CPR and Child Care Preventative Health & Safety training certification, to be up dated accordingly.

**Language Skills:**

- Ability to read and speak English proficiently.
- Bilingual-English/Spanish preferred.

**Physical Demands:**

*The physical 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 maybe be made to enable individual with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to talk, hear and see.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and /or move up to 40 lbs.
- Specific vision requirements include the ability to see at close range.
- At times many require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation.
- The employee may be required to work to multiple agency locations if necessary.

If you are interested, please email your resume to [EDU4LDM@YAHOO.COM](mailto:EDU4LDM@YAHOO.COM) or fax your resume to (323)526-9068.

You are welcome to come submitted your resume in person at 4850 E. Cesar Chavez Ave. Los Angeles, CA 90022. For more information please asked to speak with Raema Avalos, Program Director (323)268-4600.