



mary crane CENTER

## Job Announcement

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### Early Head Start Teacher Assistant

#### Position Summary:

Teacher Assistants for Early Childhood assist Lead Teachers in planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. They encourage the involvement of the families of the children of the program and support the development of relationships between children and their families.

#### Responsibilities:

- Working with infants and toddlers
- Learn and implement the Creative Curriculum and NAEYC Standards
- Plan developmentally appropriate lessons
- Work collaboratively with lead teacher
- Ensure the safety of all children
- Assess children on a regular basis
- Schedule & conduct parent/teacher conference
- Model appropriate behavior
- Use positive discipline
- Engage in professional development trainings, workshops and/or classes
- Complete all necessary documentation & maintain it up-to-date
- Implement family style eating
- Maintain positive attitude

#### Mandatory Job Qualifications:

Associate's Degree in Early Childhood Education from an accredited college with a minimum of one year of experience.

Or Level 2 Infant Toddler Credential

Or 2 years of college with 30 college credits, which 15 should be in Child Development working towards an associates.

Assistant Teachers in the Pre-K classrooms are mandated to have 30 hours of college credit with 15 hours of Child Development or early childhood education

**How to Apply:** Please forward resume to Beth Rivera at [brivera@marycrane.org](mailto:brivera@marycrane.org) or fax to 773-242-2881.

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