

Employment Opportunities

Teacher Assistant

The Teacher Assistant is responsible for assisting the Teacher with providing children ages 3 to 5 years old with a learning environment and experiences which will help them develop socially, physically, and emotionally in a manner appropriate to their age and stage of development.

Essential Duties and Responsibilities:

- Supports the implementation of the agency's school readiness goals and CLASS.
- Ensures proper care and supervision of children at all times, the practice of head counts, classroom arrangement, general safety rules, monitoring equipment and working knowledge of classroom management.
- Assists Teacher with teaching responsibilities and other classroom responsibilities, as assigned
- Ensures child-adult ratio is met at all times
- Prepares snacks and meals for children, as needed.
- Cleans and sanitizes all areas of the classroom, including food preparation and eating areas
- Helps children practice good hygiene, including personal cleanliness and diapering, as needed
- Provides input in planning lessons and activities for children
- Assists in gathering classroom observations and other documentation for developmental assessments of children.
- Assist with child observation, individualization, lesson plans, attendance, lunch count, parent participation, in-kind contributions, and others as directed, using proper spelling and accurate calculations.
- Assists in organizing and maintaining instructional and classroom supplies
- Sets up classrooms for various purposes.
- Maintains an organized and developmentally appropriate classroom environment
- Collects documents from parents during drop-off/pick-up time
- Assist parents to organize and implement parent activities; encourage, facilitate, and support parental involvement in all aspects of the Head Start Program.
- Provides appropriate customer service to parents, children, and community representatives/members,
- Ability to attend in-service trainings, home visits, parent conferences, etc.
- Must have exceptional organizational and time management skills
- Implements agency policies and procedures
- Cooperates with Site Director/CDS and other Service Area Coordinators in planning, supervision and implementation of overall program.
- Substitute as needed and when appropriate as instructed by Site Director.
- Other duties as assigned within the scope of the position to maintain a quality program

Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties

Qualifications/Knowledge, Skills and Abilities:

- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.

- Ability to work as a positive team member.
- Ability to solve practical problems and deal with a variety of situations
- Knowledge of various software programs such as MS Word, Excel, Power-Point, Publisher and ChildPlus.

Education/Certifications: BA/BS/AAS/CDA preferred. Strong written and oral communication skills. Displays effective time management and multi-tasking skills. Self-motivated, energetic, team player.

“MARC Academy and Family Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status”