

Strengthening Community, One Person, One Family at a Time



## **Job Announcement**

**Job Title:** UPK Teacher Assistant  
**Supervisor:** Universal Pre-K Lead Teacher  
**Hours:** 35 hours per week 8:00 a.m.-3:30 p.m.

**FLSA:** Non-Exempt  
**Classification:** Full-Time  
**Pay Rate:** \$16.00 p/hr

### **Summary**

Under the direct supervision of the UPK Lead Teacher, the Assistant teacher will assist the Lead Teacher with daily tasks in the classroom. Works as part of an instructional team along with teacher(s) and related services personnel in the providing and implementation of high quality, responsive early childhood program which meets the needs of groups and individual children in a community-based pre-kindergarten.

### **Essential Job Functions**

- Assist the UPK Teacher and Assistant Teacher perform all required daily tasks.
- Help implement lesson plans and specific units based on children's needs communicating with head teacher/assistant teacher on a consistent basis for evaluation.
- Assist with maintaining the appearance, cleanliness and safety of the classroom on a consistent basis.
- Exhibit care, respect and a commitment to confidentiality in all interactions with children, staff and families.
- Assist in delivery of early childhood programs which have a commitment to active involvement of families and the local community including the coordination and implementation of parental engagement activities.
- Participate in all UPK activities in and out of the classroom providing back-up and support for UPK teacher and Assistant Teacher.
- Assist in the provision of services which enable the program to meet the requirements of Pre-School program funding criteria.
- Assist in the kitchen preparing meals for the children.

### **Physical/Mental Requirements and Working Conditions:**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. This job requires frequent bending/stooping and occasional to frequent squatting/crouching. Reaching above the shoulder and pushing and pulling. There is occasional lifting up to 25 pounds to assist with the lifting of chairs, classroom equipment and supplies. The incumbent must have the dexterity to operate keyboards, computers, copy machines, and other office/instructional machines. S/he must be able to supervise students in the classroom and

outside... The Teaching Assistant must be able to get around the classroom and assist students with normal activities and must be able to communicate with students and parents.

### **Knowledge, Skills and Abilities**

- Ability to work in ways which ensure the health, safety and well-being of children.
- Ability to maintain a respectful, nurturing and positive demeanor with children in order to stimulate and encourage the learning process.
- Ability to interact in a professional manner with staff, parents and vendors.
- Basic communication skills to exchange information give/receive simple instructions and respond to inquiries, including the completion of forms.
- Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items.
- Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.
- Knowledge: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instructional material.
- Ability to use common office machines photocopiers, laminator, etc.
- Ability to file and retrieve from an existing filing system.
- Basic spelling skills
- Knowledge in the High Scope Curriculum

### **Qualifications:**

A High School Diploma or equivalent is required. C.D.A. and one year's experience in childcare OR years 2 years experience in childcare. Must be cleared through and receive clearance through OCFS and NYS Justice Center.

**EOE/AA. Race/Color/Gender/Sexual Orientation/Gender Identity/Religion/National Origin/Disability/Veteran**

Revised Oct 2022