



mary crane CENTER

Internal Job Announcement

Full Time – 40 hours a week Teacher Assistant

Position Summary:

Teacher Assistants for Early Head Start and Head Start programs 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 children ages 6 weeks to 5 yrs. old.
- 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:

- AA in Child Development or Early Childhood Education
- or CDA
- Excellent communication skills

How to Apply: Please forward resume to Ms. Beth Rivera at brivera@marycrane.org or fax 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER