



## JOB ANNOUNCEMENT

**Job Title:** Assistant Teacher

**Department:** Inclusive Early Learning Center

**Job Status:** F/T ☒ **FLSA Status:** Nonexempt ☒

**Reports to:** IELC Director/Asst. Director

**Positions Supervised:** none

**Work Schedule:** M-F some Saturdays

**Amount of Travel Required:** none

**Wage Scale Min:** \$7.50 + Education Incentive\*

**Wage Scale Max:** \$9.90 + Education Incentive\*

\*CDA \$1.00/HR, Assoc (AA) \$1.50/hr, BA \$2.00/hr

**The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences.**

**PdN Children's is looking for someone who is organized, has knowledge of child growth and development. Has experience and knowledge with PreK children with and without special needs. Knowledgeable of classroom inclusion. Friendly disposition when working with PreK children and their families.**

**The best candidate will be one who** has knowledge of Texas Licensing, Texas Rising Star standards. Knows developmentally appropriate practices for PreK children. Demonstrates a variety of developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development.

### POSITION SUMMARY

Assist Teacher with group of young children, to include adaptations for children with disabilities. Assist teacher in all aspects of classroom management.

### ESSENTIAL FUNCTIONS

- Maintain confidentiality of children and family information.
- Complies with work safety rules, policies and procedures.
- Maintain communication with therapist, co-workers, supervisor and parents.
- Maintain a safe, healthy learning environment, both indoors and outdoors.
- Assist with the preparation and implementation of lesson plans with adaptations.
- Maintain confidentiality of children and family information.
- Report suspected child abuse and neglect as required by law.
- Assists with maintaining ongoing documentation of children's growth and development, daily health checks, medication administration and incident reports.

## COMPETENCIES

- Communication.
- Critical Evaluation
- Ethical Practice.
- Global & Cultural Awareness.
- Relationship Management.

## REQUIRED EDUCATION AND EXPERIENCE

- 18 years of age, High School diploma/GED
- Minimum one year working with children
- Participate as a member of a team and contribute to group efforts.

## PREFERRED EDUCATION AND EXPERIENCE

- Child Development Associate Credential or Asst. Teacher Certificate, or
- AA in Early Childhood or Child Development, or
- BA in a related field with a minimum of 12 credit hours in Child Development or Early Education
- Minimum one year experience working with children with special needs
- Bilingual (English and Spanish)

## ADDITIONAL ELIGIBILITY QUALIFICATIONS

- First Aide, CPR Certified
- Reliable, dependable and always vigilant of surroundings.
- Excellent organizational, time management, and documentation skills.
- Positive communication skills
- Knowledge of safe hygiene practices
- Clear background check

## PHYSICAL DEMANDS:

### Physical Abilities

Stand C☑

Lift/Carry ☑ 21-50 lbs

Walk C☑

Push / Pull ☑ 26-40 lbs

Sit O☑

Handling/Fingering/Sense of Touch C☑

Reach Outward C☑

Reach Above Shoulder F☑

Climb F☑

Crawl F☑

Squat or Kneel F☑

Bend C☑

Vision (Near, Distance, Color, Peripheral, Depth Perception) C☑

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**WORK ENVIRONMENT:**

Inclusive classroom, indoors and outdoors

**Essential Functions**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**