



## IRONBOUND COMMUNITY CORPORATION

### Job Description Form

Program Name:	Early Learning Center		
Job Location:	1 New York Avenue		
Job Title:	Preschool Teacher Assistant		
Reports to:	Jackie Rodriguez	Title:	Educational and Disability Manager

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	
	<input type="checkbox"/> Nonexempt	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

### ORGANIZATION DESCRIPTION

The Ironbound Community Corporation (ICC) is a 52-year old nonprofit organization whose mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, community development initiatives and family services.

### ROLES AND RESPONSIBILITIES

- Supervise children at sight and sound at all times
- Understand and apply theories of child growth, development and learning in the planning of developmentally appropriate experiences for children
- Familiar with Teaching Strategies GOLD assessment objectives and able to take anecdotal notes
- Familiar with Creative Curriculum
- Conduct Small Group lessons as planned by the teachers
- Ensure developmentally appropriate activities that nurture the whole child, based on individual need and abilities
- Enhance problem solving, skill development and integrated content knowledge in math, social studies, science, the arts, and other domains of learning

- Implement methods for enhancing language development in the home language, as well as English
- Promote social competence and healthy emotional development by talking to children at eye-level using a soft tone of voice
- Apply positive guidance techniques towards discipline
- Substitute for teachers as needed
- Recognize the importance of play in children's growth and development, and understand that children develop skills and abilities through this natural medium of play
- Meet each child's needs while carrying out daily routines
- Assist teacher designing the learning environment and keep it cleaned and organized
- Assist teacher maintaining individual and classroom portfolios by filing work samples and other materials and entries as directed
- Maintain confidentiality for individual children and families
- Respect diversity, appreciate the culture of each child, and establish partnerships with family members actively and meaningfully
- Establish effective oral and written communication with families and share information
- Recognize subtle signs of physical, emotional and sexual abuse and neglect, and report suspected cases
- Model collaborative behavior and teamwork and follows NAEYC code of conduct
- Ensures that hygiene habits are implemented and maintained such as wash hands, clean table etc.
- Model good nutrition habits
- Attend appropriate activities such as staff meetings, and participate in recommended training programs, conferences, courses, and other aspects of professional growth
- Performance according to NAEYC , District' and Head Start standards
- Maintain good attendance and punctuality
- Maintain the highest standards of personal cleanliness, and present a neat and professional appearance at all times
- Maintain a professional attitude and loyalty to the Organization at all times
- Follow instructions as given by the Teacher, Education Coordinator and Director

#### **JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- Must hold a AA degree in Early Childhood Education or related field

- Must be willing to pursue the Substitute Teacher Certificate
- Must have state CARI check and fingerprint completed
- Ability to relate, with sensitivity, to parents/guardians and preschool children
- Willing to become certified in first aid and CPR

### **Core Values**

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

**Mutual Respect:** We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples of this value in action are:

- Preschool Teachers and Teachers Assistants see the parents as the primary educators of their children and encourage their engagement in the program despite differences in culture or anything else.
- Preschool Teachers and Teachers and Teacher Assistants in a classroom listen to each other and take each other's suggestions when planning for the children.
- Preschool Teachers and Teacher Assistants get to children's level, look them in the eye, and listen attentively as they speak.

**Empathy:** We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve. Examples of this value in action are:

- Preschool Teachers and Teacher Assistants are flexible and make changes to the visiting schedules to accommodate parent's needs.
- Preschool Teachers and Teacher Assistants promptly report any needs or concerns about the children or the families to the proper staff.
- Preschool Teachers and Teacher Assistants comfort children and parents during times of transitions and calmly give them time to adapt to the classroom environment.

**Fairness and Transparency:** We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback. Examples of this value in action are:

- Preschool Teachers and Teacher Assistants encourage parents to engage in all areas of the program, including governance.
- Preschool Teachers and Teacher Assistants keep parents aware of their child's school experiences
- Preschool Teachers and Teacher Assistants hold an open-door policy.

**Commitment to Excellence:** We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility. Examples of this value in action are:

- Preschool Teachers and Teacher Assistants implement the comprehensive research-based curriculum: The Creative curriculum for Preschoolers
- Preschool Teachers and Teacher Assistants accurately collect data to assess children accordingly.
- Teachers implement all safety protocols and best practices to the fullest.

**Accountability:** We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened. Examples of this value in action are:

- Preschool Teachers and Teacher Assistants are punctual and assiduous.
- Preschool Teachers and Teacher Assistants promptly make parents aware of any changes in the calendar and remind them of upcoming events.
- Preschool Teachers and Teacher Assistants follow all federal, State and local district requirements.

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

Salary range/Hourly for this position is commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan. Remote work option available for this position.

If interested, please send a resume and cover letter to [elchiring@ironboundcc.org](mailto:elchiring@ironboundcc.org) with the subject line "Teacher Assistant"