



41 North Third Street, Easton, Pennsylvania 18042-3694

610-258-6271 • www.thirdstreetalliance.org

POSITION DESCRIPTION

Position Title: **Teacher's Assistant – Pre-K**

Reporting To: Learning Center Director

Employee Classification: Non-Exempt

Job Summary:

We are seeking an experienced Teacher's Assistant for our Pre-K classrooms, with the desire, skills and education to nurture young minds, foster creativity, and age-appropriate social interaction. A minimum of 2-years' experience and a valid CDA is required.

Our PA STARS 4 center is located in a beautiful historic building located in downtown Easton. Our mission is to inspire and equip women, children and families to live, learn, and thrive. In a separate program in our building, we offer housing and support for women and children experiencing homelessness.

We value our employees and offer a competitive compensation package including paid time off, health, vision and dental benefits, child care discount, and tuition reimbursement program. Third Street Alliance is committed to seeking staff members with a variety of racial, ethnic, age, gender orientation, disability, and cultural backgrounds and spectrum of life experiences who can help the organization respond to current and future needs.

Under the supervision of the Center Director and in cooperation with the Pre-K Teacher, plans and implements weekly lessons and activities for a classroom of up to twenty (20) three to five-year-old children. Classroom activities are designed to promote physical, intellectual, and social/emotional development. Early Childhood Teacher Assistants ensure proper supervision of the children at all times.

Responsibilities

- Assist in planning and implementing developmentally appropriate classroom curriculum and in all aspects of the daily management of the program, including compliance with the safety and health standards established by the government.
- Foster each child's self-confidence, learning, and growth. Nurture and encourage children through positive communication.
- Maintain health compliance in accordance with licensing standards and employee policies, including ability to interact fully with all students, lifting, holding, and attending to them as needed at all times.

Knowledge, Skills and Experience Required

- Minimum of 2 years direct professional experience in early childhood setting.
- High energy.

- Strong reading, writing and mathematics skills.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Infant/child CPR and First Aid Certification.
- Must clear full background check.
- Must pass health screening.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standard and safety and security of children.
- Daily cleaning and disinfecting of classroom materials, classroom environment, and common areas, such as a bathroom.
- Meal preparation and clean up.
- Act as a responsible Mandated Reporter.
- Maintain personal professional development plans to ensure continuous quality improvement.
- Must be able to lift at least 30 lb. weight.
- Must be able to climb and descend stairs.
- Must be able to move around a classroom for gross motor exercise with the children and to monitor the safety of all students in the classroom, standing for long periods throughout the day.
- Prior experience or familiarity with the Creative Curriculum and CPR/First Aid Certification a plus.

Educational Requirements

- Associate of Arts in Early Childhood Education or CDA.
- Bilingual (Spanish) proficiency preferred.
- 2 years direct service as a teacher assistant in Early Childhood classroom.
- Certification CPR and First Aid desirable.

This description contains information and facts considered necessary to accurately reflect the duties of this position. It should not be considered an exhaustive description of all the work requirements to be performed, but indicates the kinds of duties and levels of responsibility required by the position. The Executive Director and his/her designee will have the prerogative of adding or deleting responsibilities as circumstances may require.

Compensation: Starting at \$15 per hour. Equal opportunity employer. Employer sponsored health care insurance, 75% reduced tuition for children enrolled in our Learning Center, paid time off. \$500 signing bonus after 6 months.

COVID Vaccination required for all new hires.

To apply, send resume and cover letter to: NFrederick@thirdstreetalliance.org