



IRONBOUND COMMUNITY CORPORATION
Job Description Form

Program Name:	Early Learning Center – HS/Preschool		
Job Location:	1 New York Ave. Newark, NJ 07015		
Job Title:	Teacher Assistant		
Reports to:	Grace Blanco	Title:	Early Learning Center Director

Hours: 33.75 p/wk	FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments:
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JOB DUTIES

The Ironbound Community Corporation (ICC) is a 51-year 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 1000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

- Carry out classroom routine
- Assist teacher in implementing curriculum guide lines
- Assist teacher assessing children’s needs and progress.

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

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	<ul style="list-style-type: none"> • 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			
	<ul style="list-style-type: none"> • 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 finger print completed • Ability to relate, with sensitivity, to parents/guardians and preschool children • Willing to become certified in first aid and CPR <p>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. 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.</p> <p>If interested, please send a resume and cover letter to hr@ironboundcc.org with the subject line “Teacher Assistant”</p>		