

**COMMUNITY ACTION, INC. OF CENTRAL TEXAS
JOB VACANCY NOTICE # 17-11**

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Date Posted: March 20, 2017

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| Program: | Early Childhood Education | Position: | Bilingual Teacher Assistant |
| Location: | San Marcos | Status: | Regular Full-Time |
| Schedule: | Monday-Friday;7:00AM-3:00PM | Salary: | \$7.92-\$11.12 Hr |
| | Application Deadline: | | Open Until Filled |

Mission:

Community Action develops opportunities for people and communities to realize their potential.

Strategic Function:

Assist teacher in implementing classroom instruction as appropriate to meet the individual needs of every child. Primary duty is to nurture the development of children through the provision of developmentally appropriate care. Secondary duty is to support the teacher in complying with the requirements of the Program Service Plans.

Operating Principles:

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

Duties/Responsibilities:

CLASSROOM RESPONSIBILITIES:

- 1. Gives input on classroom planning to assist in meeting the individual needs of all children.
- 2. Communicates in a positive manner with parents and helps them feel welcome in the classroom.
- 3. Assists in the set up of the classroom in cooperation with the Teacher One.
- 4. Ensures appropriate supervision of all children at all times.
- 5. Presents classroom instruction in areas agreed upon with the Teacher One with enthusiasm and frequently acknowledges the positive performance of children in the classroom.
- 6. Adherence to the Facility Safety Procedure
- 7. Assists with the completion of all home and center visits as needed.
- 8. Knows and adheres to all performance standards, and child care licensing standards at the classroom level. In addition, will inform the Center Director of any concerns regarding compliance with the child care licensing standards at the center level.
- 9. Assists the Teacher One in maintaining classroom compliance with the Program Service Plans.
- 10. Assists with preparation of materials for instruction and the clean up of materials after lessons.
- 11. Assists with the completion documentation as required within specified time frames.

OTHER:

- 1. Develops a positive and productive relationship with all parents by communicating with parents in a positive manner as frequently as possible.
- 2. Keeps clear consistent documentation on child progress and communication with parents and relevant staff.
- 3. Follows safety guidelines when lifting equipment and picking up children.
- 4. Ensures safety, up keep, availability, and age appropriateness of all equipment which children use.
- 5. Transports and/or rides with children as needed in authorized agency vehicles following all transportation and safety procedures.
- 6. Reports to Person In Charge in absence of Director.
- 7. Attends monthly parent meetings and participates as directed by the center director in all activities to provide a successful meeting.

8. Reports all suspected child abuse to the Child Abuse Hotline at 1-800-252-5400 and to the ERSEA and Family Engagement Coordinator.
9. Arrives on time and works designated hours (unless otherwise specified by immediate supervisor).
10. Flexibility with work schedule and location as needed based on program needs

General Indicators:

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

Qualifications:

Preferred:

Additional courses in Early Education or Child Development

Two years experience in an early education or child development center setting.

Able to communicate in both Spanish and English (English Speaking Positions Only)

Required:

A high school diploma or GED.

Six months of experience in an Early Education or Child Development center setting.

CDA in the appropriate age group

Able to communicate in both Spanish and English (Bilingual Positions Only).

Physical Requirements:

1. Be able to lift 25 30 lbs.

2. Be able to walk, squat/kneel, sit on the floor, see, hear and speak with children to ensure children's health and safety.

Other Requirements:

1. Must have a genuine interest and concern for young children

2. Must have basic computer skills including the ability to type basic documents and problem solve basic software problems.

3. At least 18 years old.

4. Initial Health Exam required for all Head Start staff at the employee's expense.

5. Initial and annual TB screening are required for all Head Start staff at the agency's expense

6. Criminal Background Check required for all Head Start staff at the agency's expense.

7. Fingerprinting required for all Head Start staff at the employee's expense.

**CANDIDATES WILL NOT BE INTERVIEWED WITHOUT A COMPLETED
EMPLOYMENT APPLICATION.**

For Employment Application click below:

<http://www.communityaction.com/HRForms/EmploymentApplication.pdf>

Interested applicants should mail applications to:

Ruth Salinas

P.O. Box 748,

San Marcos, TX 78667-0748

or email to

hrdept@communityaction.com

**For additional information about Community Action, Inc. visit our Website at
www.communityaction.com.**