



## Pre-K Teacher Assistant

**Position Title:** Pre-K Teacher Assistant  
**Location:** CentroNía at 1420 Columbia Road NW  
**Supervisor:** Early Childhood Program Director

### Objective:

Support the Lead Teacher in the implementation of a high quality Developmentally Appropriate Program (DAP) for 3 - 5 year old children that responds to the mission of CentroNía.

### Job responsibilities include but are not limited to:

#### Professionalism:

- Punctuality
- Follow policies from CentroNía's Employee Handbook
- Comply with licensing and health regulations and procedures
- Check children's well-being every day, especially for signs of neglect or abuse
- Report suspected abuse or neglect using appropriate procedures and venues
- Support and collaborate with Lead Teacher and colleagues as necessary
- Demonstrate respect for diversity with children, families, and staff
- Respond positively to constructive feedback and demonstrate effort for improvement

#### Learning Environment

- Collaborate in creating and maintaining the classroom environment based on learning objectives and curriculum goals
- Ensure that learning materials and equipment in display are updated and in good condition
- Rotate children's work displays to reflect their progress and learning
- Collaborate in the preparation of learning materials

#### Teacher-child interaction

- Build positive relationships with each child
- Facilitate children's cognitive and linguistic development and learning throughout directed and spontaneous interactions
- Engage children in age-appropriate experiences that support the program goals

#### Assessment

- Observe and document observations of children on a weekly basis
- Reflect with Lead Teacher on observations and their impact on the teaching and learning process
- Collect sample of children's work to document progress
- Gather information about the children's interests, characteristics, and development
- Incorporate documentation of student learning in the TS Gold and other assessment tools to support program objectives and dimensions



## Weekly lesson plans

- Collaborate with Lead Teacher in the lesson planning process based on the recorded observations of children's developmental level and interests
- Incorporate reflections about data analysis into planning
- Facilitate the integration of content and themes throughout the learning centers and daily activities

## Family Involvement

- Develop a positive relationship with family members
- Foster frequent communication with families: in person, written form, or by telephone
- Share with families ideas for activities to support each child's development and learning
- Collaborate in the implementation of strategies to involve families in the classroom learning process
- Collaborate in planning and organizing parent meetings

## Professional Development

- Use performance evaluations to determine areas for professional growth
- Plan with supervisors PD activities to strengthen those areas
- Apply new knowledge into the classroom setting to build professional competence
- Demonstrate participation and engagement in individual and group professional development opportunities

## Health and Safety:

- Support monitoring of the health, safety, physical and emotional welfare of the children at all times
- Provide active and engaged adult supervision at all times
- Be alert to changes in behavior, clothing (by checking if they need to change it, if it is appropriate to the weather outside, if the shoelaces are tied, etc.) and physical appearance (by checking if their noses need to be wiped, if their hands or faces need to be washed, etc.) throughout the day
- Support children during meal times, by encouraging them to eat, helping them with utensils and foods, promoting communication among them, and encouraging appropriate table manners.
- Monitor children's rest period
- Maintain the environment clean, free of hazards, with the materials in order, and aesthetically pleasing
- Inform parents and administrators of accidents and incidents by filling out accident and/or incident reports when needed
- Keep sign-in / sign-out forms updated and maintain attendance records

## Required Experience:

Two or more years of experience in the care and education of young children in a group setting

## Required Education:

- Associate's degree in Early Childhood Education or related field, or
- CDA and enrolled in AA in early childhood education on track to receive the degree by December 2017, or

- AA in other field and having earned 9 credits in early childhood education

## Safety Hazards

None

## Working Conditions

Office located within a community-based organization with a safe, stable and healthy environment. CentroNía has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

## Other Requirements:

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

- ( F ) Light (up to 25lbs.)
- ( F ) Moderate (25-50lbs.)
- ( O ) Heavy (over 50lbs.)

On the job the employee must:

- ( F ) Bend
- ( O ) Sit
- ( F ) Squat and Kneel
- ( F ) Stand
- ( F ) Crawl
- ( F ) Walk
- ( O ) Climb
- ( F ) Push/Pull
- ( F ) Handle objects (Manual Dexterity)
- ( O ) Reach above shoulder level
- ( F ) Use fine finger movements

## To Apply:

Please submit your resume and cover letter; indicating the position you are applying to:

CentroNía  
Attn: Human Resources  
1420 Columbia Road, NW,  
Washington, DC 20009  
[centroniajobs@centronia.org](mailto:centroniajobs@centronia.org)  
Fax (202) 745-0154

*"Educating children and strengthening families, in a bilingual, multicultural community."*

CentroNía is an equal opportunity employer.