

Employment Announcement

Position Title:	Assistant Teacher
Department:	PreK Program – Early Learning Center at Kaune
Job Classification:	Regular, Full-Time, for 2018-19 school year schedule, with eight-week unpaid summer break.
FLSA Status:	Non -Exempt
Reports to:	Director of Early Learning
Revision Date:	10/04/2018

Summary:

The United Way of Santa Fe (UWSFC) Early Learning Center at Kaune is a part of an innovative community development project that seeks to strengthen families and the community through an interconnected network of early intervention, education, economic development and family support programs. The UWSFC is comprised of programs and services including the First Born® Program, Post-Partum Home Visitation, PreK Program, Parenting Support, Family Friends & Neighbors Program, Prenatal Education and Outreach and the Dolly Parton Imagination Library.

The PreK Assistant Teacher is responsible for creating a joyous environment that gives three- and four-year-old children a respected space to develop their own inquiries and negotiate the social emotional terrain. The Assistant Teacher is also expected to participate in a reflective and analytical process with colleagues to support and develop the understanding of, and work with, children and their families. The PreK Program at the Early Learning Center follows the standards set forth by CYFD regulations, New Mexico PreK standards, and NAEYC standards. The Early Learning Center is a Reggio Emilia-inspired program and draws much of its philosophical roots from that approach.

Key Areas of Responsibility

- Interact consistently and positively with students/parents
- Maintain a safe and clean environment in the classroom
- Support and assist the Lead Teacher in preparing the NM PreK portfolios and rubrics by observing, documenting and assessing students, as outlined by NM PreK
- Assist the Lead Teacher in completing and implementing weekly lesson plans
- Create and maintain a classroom environment that utilizes UWSFC and CYFD guidelines for cultural diversity, inclusion of children with disabilities, and rotation of learning center material; demonstrate understanding of different backgrounds, family situations, and values and implement culturally sensitive services
- Support student self-selection of materials and utilize structured play activities that promote literacy, oral language skills and print recognition
- Ensure seamless transitions between activities and children's attention and success in each activity period
- Work toward completion of an Associate Degree in Early Childhood Education, as defined in the mandatory Professional Development Plan
- Comply with all United Way policies/procedures, protocols and CYFD licensing/program standards
- Respond positively to Lead Teacher observations, direction and interventions regarding assistant's behavior in the classroom, attendance and timeliness using the United Way policies and procedures, protocols and CYFD licensing/program standards as guidelines
- Attend all PreK staff meetings and scheduled training sessions, including CPR/First Aid and any other mandatory training sessions

- Actively participate in the process and attend all scheduled supervisory, program and agency meetings
- As directed, represent PreK in a professional manner at special events or programs connected with UWSFC and document activities; events may be held outside regular work hours (evenings/weekends)
- Perform within the prescribed limits of UWSFC's ethics and compliance policies
- Perform other duties as assigned by the Director of Early Learning.

Qualifications:

- High school diploma or GED; prefer higher education, specifically in Early Childhood Education or closely related coursework. Associate degree in Early Childhood Education preferred.
- Experience working with young children; prefer one year of work experience in early childhood education
- Bilingual (English/Spanish) is preferred. English writing proficiency required. Ability to read and write in Spanish is preferred, but not required.
- Practical knowledge of child development and developmentally appropriate practices
- Sensitivity with children and families who represent a wide range of socio-economic and risk factors
- Ability to work well in culturally diverse setting and knowledge of local population served
- Ability to maintain accurate and up-to-date records using both paper files and computer software such as MS Word
- Effective and accurate interpersonal communication skills, both oral and written
- Professionalism, tact, and patience when communicating with children, families, employees, and staff at all levels of the organization
- Ability to define problems, collect data, establish facts and draw conclusions
- Ability to maintain strict confidentiality always
- Function effectively with teaching staff as a team member and work independently when required
- Ability to pass a mandatory background clearance required of all childcare workers in the State of New Mexico
- CPR certified within first 90 days of employment
- While performing the duties of this job, the employee is regularly required to walk, stand, drive, sit for long periods of time and use computer equipment and cell phones. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must be able to lift 50 pounds.
- The work environment characteristics described here are representative of things an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Environmental stress may occur
 - Exposure to chemicals in the workplace environment
 - Exposure to infectious diseases in the workplace environment
 - The noise level in the environment is usually moderate to loud

All candidates are required to participate in pre-employment screening, background investigation and verification of education credentials, as well as proof of reliable transportation and a valid driver's license.

Compensation contingent upon experience, education, and certifications: full benefit package. Relocation funding is not available. EEO.

To apply, please complete the [UWSFC Application for Employment](#).