



Full Time Teacher Aide Job Description

Job Title: Teacher aide

Reports to: Preschool Director

Hours: Part time/20 hrs a week

Salary: \$12 per hour Non-Exempt

Mission: The Highlandtown Preschool provides high-quality and accessible early learning opportunities to the economically, linguistically, and culturally diverse families of Southeast Baltimore. Through a student-centered, hands-on approach to learning, and with a strong focus on community, our students develop their social, emotional, academic, and spiritual abilities.

Vision: The Highlandtown Preschool will help foster a Southeast Baltimore community where young learners from all backgrounds are prepared for success in school, where parents are informed and empowered to make educational decisions for their children, and where local residents and organizations work together to support families and students.

Position Summary: The Early Education Teacher Aide is responsible for supporting the lead teacher in developing and implementing activities that support the academic, spiritual, social-emotional growth and development of students ages 3 and 4 years of age; develops partnerships with parents/child's caregivers to engage and encourage parent participation in program.

Key Knowledge:

- Understand developmental stages and milestones from infancy through age twelve
- Understand methods of assessment and observation techniques used to observe and evaluate children
- Understand best practices in early childhood education
- Develop and use strategies for positive child guidance and discipline based on theory and best practices
- Understand the impact of health, nutrition, family, and parenting styles on child growth and development
- Understand the influence of culture and community on child development
- Understand the responsibilities of identifying and reporting incidents of child abuse and neglect

Duties and Responsibilities:

- Supports the lead teacher in the implementation age appropriate curriculum to nurture and stimulate all domains of children’s development in their care.
- Supports a developmentally appropriate classroom environment that reflects the children’s learning and growth.
- Assist with developmental evaluations of children as required by the program and follow curriculum implementation that addresses the individual needs of each child.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic, spiritual, and familial values into the childcare program.
- Maintain ongoing, open communication with parents/ caregivers.
- Creates a classroom environment that encourages parent participation.
- Support parent conferences to discuss children's developmental progress, needs and interests.
- Assures a healthy, safe, clean and developmentally appropriate environment for children.
- Assists with parent engagement activities and events.
- Participate in educational development opportunities.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description

Required Qualifications

- Education:
 - High School Diploma/GED
- Experience:
 - Previous experience working with young children in a religious or educational setting.
- Personal Qualities:
 - Friendly, inviting, self-motivated, even-tempered and adaptable.

Preferred Qualifications:

- Conversational Spanish
- CPR and first aid certification
- 45 hours Core of Knowledge training, or college-level work related to early childhood education/development
- Personal experience in a faith community, comfort with religious language and content, openness to varied religious and spiritual understanding, and demonstrated appreciation of this particular Lutheran community.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Criminal Background Check (FBI & State)

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all of the responsibilities and activities required of the position.

Please email a resume and cover letter to: Highlandtownpreschool@gmail.com