



POSITION: **Head Start Preschool Teacher Assistant**

LOCATION: **Allen, Noble Co and DeKalb Co**

HOURS: full-time school year position available

SALARY RANGE: \$10.30 – 13.48/hour

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**JOB DUTIES:**

The Assistant Teacher assists in preparing the classroom materials and plans providing quality-learning experiences for young children assisting in the implementation of methods that promote independence, curiosity, decision-making, cooperation, persistence, creativity, and problem solving in young children.

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1. Must work collaboratively with the Teacher, family members and other staff to achieve positive outcomes for children of all abilities
  2. Ensure a safe and secure environment in which children can be curious, active and encouraged toward self-discipline, and self-motivation
  3. Demonstrate the adult behavior indicators as outlined in CLASS, scoring at or above the minimum threshold scores for Emotional Support (6), Classroom Organization (5), and Instructional Support (3)
  4. Assists the teacher to implement the developmental assessment for each child
  5. Plan and assist the Teacher in preparing materials and supplies in advance for activities
  6. Guide the child's behavior in positive ways that support total growth and development, and promote self-esteem
  7. Responsible for implementing Head Start Performance Standards, NAEYC criteria, Licensing requirements, policies, procedures and guidelines in the day-to-day operation of the classroom
  8. Ensure that confidentiality is respected and maintained at all times
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**SKILLS AND QUALIFICATIONS:**

1. Must possess a high school diploma, GED or an education waiver from the Department of Families and Children.
  2. Must obtain Child Development Associate (CDA) certification within two (2) years of employment.
  3. Must have two years' experience working with preschool children.
  4. Strong written and verbal communication skills.
  5. Must become CPR and First Aide Certified within twelve (12) months of hire
  6. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance
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Brightpoint offers competitive benefits

- Medical, Dental, Vision and Health Savings Account (HSA)
  - Life Insurance and Voluntary Life Insurance options
  - Generous Paid Time Off (PTO) Accrual
  - 403B with an employer match
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DATES FOR INTERNAL POSTING: FROM October 6, 2021 TO until filled

TENTATIVE DATES FOR EXTERNAL POSTING: same

APPROXIMATE DATE FOR POSITION TO BEGIN: immediately

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FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN  
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, age, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.