

POSITION: **Head Start Preschool Teacher Assistant**

LOCATION: Allen Co & Noble Co

HOURS: **30 hours/week**, school year positions available

SALARY RANGE: \$17.00/hr

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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 (6), 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 or GED
  2. Must obtain Child Development Associate (CDA) certification within two (2) years of employment.
  3. Two years' experience working with preschool children preferred
  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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**DATES FOR INTERNAL POSTING: FROM March 13, 2023 TO until filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: March 13, 2023 TO until filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN: immediately**

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FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 206 OR 213  
Applications accepted at 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)