

Holy Family Ministries
3415 W. Arthington, Chgo. IL. 60624
(P) 773-265-0550

www.hfm.org

Email Resume: dspencer@hfm.org

Full-time Teacher Assistant (Starting August 15th 2022 - June 2023)

Classification: Full-time salaried with benefits

Reports to the Director of Early Learning

60 College Credit Hours with 15 hours in ECE/Child Development.

Experience in an assistant-teaching position with children 3-5 years old.

Primary Responsibilities:

- Assist in implementing a developmentally appropriate preschool program for young children:
- Assist Lead teacher with the implementation of HighScope Learning System for Preschool, meeting the physical, emotional, intellectual and social needs of the children in the program.
 - Assist Lead teacher with planning weekly lesson plans.
 - Meet regularly with the Lead Teacher to review weekly plans and activities.
 - Assist Lead teacher with adequate recording and record keeping of information required to document the growth and development of children using the HighScope Learning System (training available)..
 - Assist Lead teacher with maintaining adequate equipment and activities.
 - Help maintain the facility in a safe and satisfactory condition.
 - Assist Lead teacher in developing culturally appropriate programs and activities.
 - Assist Lead teacher with maintaining a well-organized, safe, and attractive classroom environment conducive to the optimal growth and development of children.

-Adhere to the IL Early Learning Standards

-Keep abreast of current knowledge in the field of Early Childhood Education.

- ***Supervise children in the JK program:***

-Ensure children are supervised at all times.

-Maintain appropriate student: teacher ratios.

-Provide a safe and secure environment for children to feel comfortable.

-Assist Lead teacher with implementing appropriate behavior management and positive discipline when required.

-Integrate special needs children in a positive and respectful manner.

- ***Other:***

-Perform other related duties as required.

- Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure health & safety

- Complete a Criminal Background Check including fingerprints.

- Complete mandated reporter training.

- Documentation of TB immunization

Job Type: Full-time

Pay: \$32,000.00 min starting with Associates; IL Gateways Level 4 required or working towards

COVID-19 considerations:

Masks are to be worn if mask mandates are put in place. Social distancing is practiced within the center.