



## **Partners in Learning, Inc. (PIL) MANOS Teaching Aide (bilingual)**

**Employment Type:** Programming, Nonexempt

**Supervisor:** MANOS Lead Teacher / MANOS Director

**Description:** The MANOS Teaching Aide provides secondary assistance to the MANOS Lead Teacher in the provision of classroom-based services to children aged three to four years.

**Pay Rate Range:** \$15.50 per hour

### **Essential Duties and Responsibilities**

- Assists the MANOS Lead Teacher and MANOS Teaching Assistant in creating and maintaining a safe, clean, sanitary, quality learning environment for children in center and community-based settings
- Actively supports the development of children's social / emotional, reading, writing, language, and numeracy skills
- Engages children in developmentally appropriate activities, individually and in groups
- Assists with daily routines that include serving food, handwashing, toileting, changing wet or soiled clothing, cleaning the classroom, and sanitizing toys
- Assists with record keeping (records daily observations of children and discusses with the MANOS Lead Teacher)
- Reviews, follows, and implements all MANOS, SCSD, OCFS, Partners in Learning, Inc., and other relevant program and administrative policies and procedures
- Serves as a substitute in the absence of the MANOS Teaching Assistant
- Attends all necessary trainings and meetings as required to maintain full compliance with MANOS, SCSD, OCFS, and Partners in Learning, Inc., and other relevant program guidelines
- Meets weekly with MANOS Director and/or MANOS Lead Teacher to discuss progress and challenges, and to receive guidance and support (complies with the terms and timeline of the most recent Continuous Improvement Plan)
- Immediately reports all risk, health, and safety concerns to MANOS Director
- Commit to specific learning objectives to improve English language proficiency and demonstrate through application in classroom and interaction with children
- Completes any other task or project as requested by Supervisor or Executive Director

### **Education, Experience, and Other Requirements**

- High School Diploma and continuing education / training plan Early Childhood Education / Child Development
- Minimum of one year of experience engaging children three through five years of age in center and/or home-based settings

- Effective communication skills in English with the ability to relate to diverse populations (Bilingual English and Spanish preferred)

**Skills, Knowledge, and Abilities Needed to Perform Effectively in the Position**

- Working knowledge of early education and care principles and family resources
- Ability to maintain a flexible work schedule to meet program needs
- Must demonstrate evidence of effective communication and interpersonal skills to establish relationships with children and their families
- Ability to display professionalism, empathy, good judgment, and confidentiality

**Physical Abilities Needed to Perform the Job in a Satisfactory Manner**

- May require sitting for extended periods of time and frequent use of electronic / computer equipment
- Must be able to communicate verbally and in writing
- Must have acceptable physical and mental health to fulfill the responsibilities of the position (including the ability to carry materials weighing up to 25 pounds)

**Expectations of Incumbents in the Position:**

- Always support PIL’s mission of supporting adults, children, and families of diverse cultures and languages in their efforts to learn, earn, and live well
- Adhere to all PIL Policies and Procedures; Work cooperatively with fellow staff
- Meet or exceed expected performance standards, including consistently reporting for work on time and being prepared to perform the duties of the position

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last Updated: 08/28/2023  
Implementation Date: 08/28/2023