



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

**Employment Type:** Programming, Nonexempt

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

**Description:** The MANOS Teaching Assistant provides primary assistance to the MANOS Lead Teacher in the provision of classroom-based services to children aged 3-4 years.

**Pay Rate Range:** \$16.00 – 18.00 per hour

### **Essential Duties and Responsibilities**

- Assists the MANOS Lead Teacher in creating and maintaining a safe, clean, quality learning environment for children in center and community-based settings
- Creates weekly learning opportunity plans in cooperation with the MANOS Lead Teacher, using the designated curricula as a guide
- 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, and Partners in Learning, Inc. program and administrative policies and procedures
- Serves as a substitute in the absence of the MANOS Lead Teacher
- Attends all necessary trainings and meetings as required to maintain full compliance with MANOS, SCSD, OCFS, and Partners in Learning, Inc. program guidelines
- Maintains organized participant folders with accurate and complete paper and electronic forms, and keeps daily attendance records (paper & electronic)
- 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
- Commits to specific learning objectives to improve English language proficiency and demonstrates 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**

- Associate Degree in Early Childhood Education / Child Development is preferred
- Child Development Associate (CDA) certification or a minimum of six (6) college credits in Early Childhood Education or a related field may be considered

- Minimum of two years 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
- Understanding of OCFS and NYSED licensure requirements
- Ability to work independently and to meet deadlines; excellent time management skills
- Ability to maintain a flexible work schedule to meet program needs
- Must demonstrate evidence of effective communication, organizational, technological, 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
- 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: \_\_\_\_\_