

## Job Announcement: **ASSISTANT TEACHER**

Classification: Full-time, hourly

To apply: Send resume' and cover letter to [doutten@macac-inc.org](mailto:doutten@macac-inc.org)

Mount Ararat Community Activity Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## **Job Description**

The Assistant Teacher is responsible for assisting with providing high quality programming for children ages infant to 5 years of age. The Assistant Toddler teacher is also responsible for assisting in implementing developmentally appropriate and culturally appropriate practices and intentional learning for children.

## **Responsibilities and Duties**

- Assistant Teacher will be accountable for managing the classroom **daily**.
- Assistant Teacher will alert Administrative Staff about children's absences after (2) consecutive days.
- Assistant Teacher will complete **daily** attendance.
- Assistant Teacher will attend all staff meetings.
- Assistant Teacher will assist in maintaining each child emergency contact form every 6 months.
- Assistant Teacher will assist in developing **weekly** lesson plans that align with the Pa Early Learning Standards.
- Assistant Toddler Teacher will assist with completing OUNCE/ Worksampling assessments for children 3 times a year. **(October, February, and May)**
- Assistant Teacher will follow all DHS, STARS, MACAC, and Early Head Start or Head Start policies and standards.
- Assistant Toddler Teacher will complete all required trainings for STARS (24) hours and DHS (12) **annually**.

## **Qualifications**

- Associates Degree, Bachelor's Degree in Education or a related field or a CDA in Infant/Toddler/Preschool.
- 2 years of experience teaching in a child care setting or school setting.
- CPR Adult and Pediatric, and First Aide Training – every two years recertify.
- Fire Safety- annually recertify

- FBI, Child Abuse, Criminal History, and National Sex Offender clearances
- Current Health Assessment and TB shot.