Regional Economic Community Action Program, Inc.
40 Smith Street · Middletown, NY 10940
(845) 342-3978 · www.recap.org

JOB DESCRIPTION
**Applications accepted on a rolling basis**

POSITION:       TEACHER ASSISTANT
SALARY:         TBD

TERMS OF EMPLOYMENT: Fulltime at 32.5-35 hours per week, non-exempt, at will
SCHEDULE:       Monday-Friday, hours TBD
LOCATION:       Head Start schools in Middletown, Scotchtown or Port Jervis
ISSUED:         5/2018 (Applications accepted on a rolling basis)

JOB SUMMARY
Head start is a federally-funded program for preschool children from low-income families which prepares children for success in school through a comprehensive family program.

This position serves as the Teacher Assistant for Head Start classrooms of children ages 3-5. The position works collaboratively with the Teacher to ensure the successful operation of a classroom of children. Also works with a team of other Teacher Assistants and family members to implement Creative Curriculum to achieve outcomes for children of all abilities. Position is evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all program employees. Position reports to Teacher/Center Liaison.

QUALIFICATIONS
Child Development Associate (CDA) or Associate Degree or higher in Early Childhood Education (ECE). Experience working with Preschool children. Must pass physical examination, TB, SEL, SCR, fingerprints background check, and drug test. Able to lift a child weighing 40 pounds, able to lift as many as 20 children in a day if needed. Basic computer literacy in email, word processing, and internet navigation. Maintain certification in CPR and First Aid if required. Bilingual English/Spanish a plus. Valid clean driver license.

RESPONSIBILITIES
The Teacher Assistant will demonstrate competency to perform functions that include:

Child Growth & Development: Uses knowledge of the principles of child growth and development to work with children and communicate with internal and external stakeholders. Maintains a child-centered curriculum and learning environment that encourages positive social interaction, active engagement in learning, and self-motivation to promote development in all domains for children of all...
abilities. Addresses challenging behaviors by observing to determine possible causes of the behavior, implementing preventive measures, teaching the child new social and communication skills and partnering with families to support the child at home. Uses observations of children and anecdotal notes to document children’s progress and individualize curriculum.

General Professional Competencies: Planning & Evaluation, Professional Development, Communication, Technology

Responsibilities: The Floater Assistant Teacher’s responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed: Communication and Service Coordination, Record Keeping and Reporting, On-going Monitoring/Self-assessment, Planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem solving abilities. Establishing and maintaining a safe, healthy learning environment. Supporting the social and emotional development of children. Encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families.

APPLICATION PROCEDURE
Resumes may submitted to RECAP’s Human Resources Department
- Email to resume@recap.org
- Post mail to 40 Smith Street, Middletown, NY 10940

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