



**northwestern
settlement**
OPENING DOORS TO BETTER FUTURES

**Full Time Head Start
Teacher Assistant
Position Announcement**

Position Reports to: Lead Teacher

Position Overview

The Head Start Teacher Assistant will assist in the delivery of **Teaching Strategies Gold, and The Creative Curriculum System for Preschool** for multi-ethnic and multi-cultural children ages 3-5. Must have a strong foundation in Early Childhood Development.

Key Duties and Responsibilities include

- Assist Lead Teacher in daily educational plan and classroom implementation. Assist in creation of classroom atmosphere in which children can develop physically, intellectually, emotionally and socially. Use **The Creative Curriculum System for Preschool** in the classroom instruction that meets individual needs. Prepare and report, through scheduled interviews, home visits, and written evaluations: performances/assessment reports, child/program evaluation reports, child Individual Education Plan (IEP)
- Assist Lead Teacher in delivery of: appropriate nutrition education activities, implementation of social service and health programs.
- Attend staff development meetings, workshops and conferences as required.
- Provide an atmosphere of respect for children, parents and other staff.
- Provide a learning environment that is developmentally and culturally appropriate.
- Other duties as assigned.

Minimum Required Education/Skills/Experience

- Associate Degree in Early Childhood Development, or related field that includes 6 semester or 9 quarter hours in Early Childhood Education
- Present documentation of ability to work in the USA
- Bilingual in English/Spanish required
- American Red Cross First Aid/CPR Certificates
- Complete all forms upon offer and acceptance as per DCFS, City of Chicago and Head Start licensing standards (including 3 letters of recommendation, Criminal Background Check, Fingerprinting and Childs Abuse and Neglect Background Check, etc...)
- Excellent communication and writing skills
- Ability to relate to multi-ethnic, multi-cultural community
- Excellent punctuality and attendance skills
- Ability to accept guidance and supervision
- Good computer skills

Application Process

Interested candidates should email Ms. Linda McLaren, Site Director, at lmclaren@nush.org: resume, three professional references and cover letter explaining why you would be an ideal fit for this organization. No phone calls please.

Statement of non-discrimination

Northwestern University Settlement Association does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

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