



northwestern settlement

EARLY CHILDHOOD EDUCATION

Head Start Teacher Assistant Position Announcement

Position Overview

Under the direct supervision of the Lead Teacher, 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 15 semester hours in Early Childhood Education
- Present documentation of ability to work in the USA
- 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 Child Abuse and Neglect Background Check, etc...)
- Bilingual in English/Spanish preferred
- 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 applicants should email resume and cover letter to Ms. Linda McLaren at lmclaren@nush.org

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.