



# northwestern settlement

EARLY CHILDHOOD EDUCATION

## Teacher Aide-Job Posting Part-time (25 hours per week)

**JOB TITLE:** Teacher Aide  
**DEPARTMENT:** Head Start

**POSITION REPORTS TO:** Lead Teacher

### **JOB PURPOSE:**

Under the direct supervision of the Lead Teacher and Teacher Assistant the Head Start Teacher Aide will assist in the supervision and safety in classroom for multi-ethnic and multi-cultural children ages 3-5. As well as support children with academic and social instruction with an emphasis on school readiness, in accordance with Federal Head Start Standards, State of Illinois Licensing Standards and Community Partnership (CPS) Guidelines.

### **QUALIFICATIONS:**

- High School Diploma or General Equivalency Diploma (GED).
- Present documentation of ability to work in the USA
- Complete all forms upon offer and acceptance as per DCF, 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...)
- Excellent punctuality and attendance skills
- Ability to accept guidance and supervision
- Good computer skills

### **General Requirements**

Excellent communication and writing skills  
Bilingual English/Spanish, preferred  
Excellent skills in punctuality and attendance  
American Red Cross First Aid /CPR Certificates

Qualified candidates may submit a confidential resume directly to:

**Northwestern Settlement  
c/o Ms. Linda McLaren  
1400 West Augusta Boulevard  
Chicago, Illinois 60642**

**Or**

**[lmclaren@nush.org](mailto:lmclaren@nush.org)**

**or**

**fax 773.384.5851**