

PRESCHOOL TEACHER ASSISTANT

Education Program



Position Summary

The Dr. Martin Luther King, Jr. Community Center's preschool has an immediate opening for a positive and caring person to join our team of experienced educators. The preschool at the MLK is a licensed educational program for children 3 to 5 years of age.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, maintenance, and availability of classroom materials.
- Maintain frequent communications with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to childcare center.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school education or higher with emphasis in Early Childhood Education, or related field.
- Bilingual English/Spanish preferred.
- Experience in an early education setting.
- Strong oral and written communication skills and basic computer skills.
- An understanding of child development.
- Child/Adult CPR and First Aid certification (willing to obtain)
- Must clear full background check and must pass health screening,
- Immunization requirements.

Physical Demands and Work Environment

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.
- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.
- Able to lift up to 40 lbs.
- Ability to sit or stand for a long periods time.

Days/Hours per week: Monday thru Friday from 7:45am to 3:45 pm

Job Type: Full time, all year. **Salary:** \$17 per hour plus accrue PTO

Benefits/Perks

- Paid time off
- Simple IRA matching
- Life Insurance
- Vision insurance
- Dental insurance
- Health insurance

Submit resume to:

Dr. Martin Luther King Jr. Community Center

20 Dr. Marcus Wheatland Blvd.

Newport, RI 02842

Director of Education-Missy Davis mdavis@mlkccenter.org

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