



PRESCHOOL TEACHER ASSISTANT  
EDUCATION DEPARTMENT  
POSTING DATE: JANUARY 9, 2024

#### POSITION SUMMARY

The Teacher Assistant supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. They must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistant are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

#### 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.
- Perform all other duties as assigned by the Lead Preschool Teacher and/or the Education Director.

#### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma
- Multilingual, preferred
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- An understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Child/Adult CPR and First Aid certification.
- Must clear full background check and must pass health screening.
- Independent thinker who believes deeply in the mission of the MLK.
- Ability to work with a diverse population.
- Have courteous and intuitive interactions with clients.
- Have a commitment to diversity, equity, and inclusion.
- Adheres to all safety guidelines of the Center.

Job Type: Full Time, all year.

Benefits/Perks:

- Health insurance
- Dental insurance
- Vision insurance
- Paid Time Off
- Simple IRA matching
- Life Insurance
- Participation in Center's many provided services

Submit cover letter/resume to: Dr. Martin Luther King Jr. Community Center 20 Dr. Marcus F. Wheatland Blvd.,  
Newport, RI 02842 Human Resources Manager, Cherie Hersperger – [chersperger@mlkccenter.org](mailto:chersperger@mlkccenter.org)