

JOB DESCRIPTION

JOB TITLE: Preschool Teacher Assistant

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Education

REPORTS TO: Director of Education

EFFECTIVE DATE: 01/21/2025

The Martin Luther King, Jr. Community Center in Newport, Rhode Island is seeking one full-time Preschool Teacher Assistant. These positions offer paid time off, health, dental, vision and life insurance, a SIMPLE IRA match, and subsidized childcare benefits.

The Preschool at the MLK is an affordable licensed educational program for children 3-5 years of age. Open from 8:00 a.m. – 5:00 p.m. daily, our preschool provides working parents with a safe and nurturing place to care for their children during the workday.

Our program helped develop the RI Early Childhood Education Standards and was designated a Preschool Center of Excellence by the national Early Learning Reading First Program. It is our goal to help build a child's positive self image and prepare our students for school readiness. In an atmosphere of praise, we create a climate for growth of creativity, curiosity for learning and the courage to try.

SUMMARY:

This position is responsible for supporting 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; assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents; observing and documenting children's interest and progress, and relays that information back to staff; implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

DUTIES AND RESPONSIBILITIES:

- Assists in the implementation of curricula activities and encourages participation by children.
- Actively engages in activities; manages cleanliness, maintenance, and availability of classroom materials.
- Encourages self-help and good hygiene through behavior modeling.
- Helps ensure smooth, daily transition from home to childcare center.
- Follows all center policies and state regulations.
- Maintains personal professional development plan to ensure continuous quality improvement.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- **Certificates, licenses and registrations required:**
 - Child/Adult CPR and First Aid certification.
- **Computer skills required: (Select all applicable)**
 - Word Processing Software (Word);
 - Electronic Mail Software (Outlook);
- **Other skills required:**
 - High energy.
 - 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.
 - **Must** clear full background check and must pass health screening.
 - Physical Demands and Work Environment
 - 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.

COMPETENCIES:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
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