

JOB POSTING

Job Title: Assistant Teacher
Division/Office: Early Childhood Development Division
Employment Type: Full-time
Reports to: Center Director / Division Director

Location: 39 Broadway, Newark, NJ 07104
FLSA Status: Non-exempt
SOC Code: 25-9041
Compensation: Comparable salary with Newark Public Schools Salary Guide and Educational background

Benefits: La Casa offers a generous benefits package, including, paid holidays, vacation, personal, sick, 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

About La Casa de Don Pedro:

- With a mission to foster self-sufficiency, empowerment and neighborhood revitalization, La Casa de Don Pedro is a community based development corporation and provider of comprehensive services that has been working with and serving residents of greater Newark, New Jersey for the past 40 years. Programs promote family wellbeing, healthy child development, educational achievement, employment opportunities, homeownership, community health, energy conservation, and neighborhood renewal.

Job Summary

- The Assistant Teacher will provide intentional learning experiences to preschool children ages 3 and 4 years old in order to develop their skills and abilities so they may be prepared and ready to enter kindergarten as well as be successful throughout their schooling years.

Responsibilities Include

- Participate actively in the implementation of the Preschool Teaching and Learning Standards as well as the curriculum alignment with New Jersey – Department of Education: Core Curriculum Content Standards.
- Join in the planning and implementation of the Creative Curriculum in the preschool classroom with 15 three or four years' old children.
- Contribute in the children assessment (ESRI-R and GOLD) throughout the year
- Play a part of the Implementation of detailed activities for individual, small and whole group of children according with their needs during the school year.
- Be a team player in providing high quality classroom management
- Foster in establishing excellent parent involvement and participation in the children's education
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Administers and observes the organizations office operations, policies and procedures
- Volunteerism is encouraged during La Casa's sponsored events
- Other duties may be assigned to meet business needs

Educational Level, Qualifications, Requirements and *Physical Demands

- Possess a Bachelor's Degree in Education or related field with one year of experience working with preschool children or an Associate's Degree with a minimum of 60 college credits including 30 credits in Early Childhood Education with three years of experience working with preschool children.
- Possess a current Child Development Associate Credential (CDA) and at least five years working with preschool children.
- Excellent written and oral communication skills
- Must be fully Bi-lingual (*English-Spanish*)
- Ideal candidate must be proficient in Microsoft Outlook, Word, PowerPoint and Excel and have experience using the Internet
- Must be physically able to arrange classroom furniture, children cots, and speak to children at eye level
- Interact professionally with other employees and participants
- Professional business attire is required.

Schedule:

- Monday – Friday (8:15 am – 3:15 pm)

How to Apply:

- To respond to this opportunity, please email your cover letter and resume to mvillegas@lacasank.org and wrecio@lacasank.org
Only candidates being considered for an interview will be contacted.

Deadline to Apply:

- August 15, 2014

La Casa de Don Pedro is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*