

Worcester Community Action Council (WCAC) is the federally-designated anti-poverty agency for Worcester and serves 44 surrounding communities. Our commitment to low-income individuals and families has been a core strength and major component of our success for 50 years

## **Assistant Teacher, School Year, 30 hours per week in Southbridge Head Start**

**Requirements:** State of Massachusetts Department of Early Education and Care Teacher Preschool license. Associates Degree in Early Childhood or related field.  
Good interpersonal skills. Ability to speak Spanish as a second language is preferred.  
Must have a valid driver's license and reliable transportation.  
Physical requirements include CPR and First Aid Certification, ability to lift a child up to 50 lbs. and ability to perform light housekeeping in the classroom.

### **Special Certification or Documentation –**

DEEC Teacher Preschool Certification/license

Mantoux test required per DEEC

Mandatory physical every 2 years per DEEC. First aid and CPR certificates for infants and children. Ability to successfully complete an annual CORI review.

### **Duties and Responsibilities –**

Assist the Lead Teacher in the day to day program and activities. Maintain confidentiality of information regarding children's records and information pertaining to the Center and/or WCAC Head Start Program.

Ability to work cooperatively as a member of a teaching team, with staff and parents.

Assist with child observation, outcome assessments and other forms and paperwork.

Comply with the WCAC Head Start Abuse and Neglect reporting procedures.

Serve as a role model for behavior, speech and sensitivity to children and family issues when addressing staff and family members.

Provide coverage in classrooms on an ongoing basis for teacher meetings, trainings and other program requirements.

This is a part time school year position with an excellent benefit package to include Blue Cross Medical and Dental, professional development and generous paid time off. Send cover letter and resume specifying position to Human Resources Department, Worcester Community Action Council, Inc. 484 Main Street, 2<sup>nd</sup> Floor, Worcester, MA 01608. AA/EOE.