



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Teacher Assistant**

### **School Year, Part Time (30 Hours)**

WCAC is seeking a part time, school year Teacher Assistant in our Southbridge Head Start program to assist the Lead Teacher in planning, organizing and carrying out classroom programs and activities that contribute to children's overall growth, self-esteem, social competence, development and safety.

#### **Qualifications:**

- Department of Early Education and Care license, Teacher.
- High School Diploma or HiSET equivalent. Bachelor's preferred.
- Child Development Associate's (CDA) from the National Credential Program in accordance with Revised Head Start Performance Standards.
- Educational philosophy must be compatible with that of Head Start.
- Good communication skills both written and verbal. Ability to speak Spanish, preferred, other languages a plus.
- Basic computer skills including Microsoft Office, Outlook, internet searches and ability to system, Childplus.
- Ability to relate to children and families in a positive professional manner. Must be experienced in working with complex family situations.
- Must work cooperatively and effectively with a diverse population.
- Physical ability to perform the job with reasonable accommodation including; ability to lift a child up to 50 pounds and bend to speak with child at the child's level, ability to physically set up and break down classrooms, including moving furniture and light housekeeping, and the ability to see and hear with reasonable accommodation.

#### **Special Certification or Documentation:**

- Valid Driver's License and reliable transportation.
- Ability to successfully complete a CORI/SORI/DCF review every two years.
- Mandatory physical every two years and evidence of negative Mantoux, required by DEEC. Hepatitis B (optional).
- First Aid and CPR certificates for infants and children.

#### **Duties and Responsibilities:**

- Maintain the knowledge and expertise to practice the Head Start/Early Head Start philosophy and objectives as outlined in the Performance Standards, UPK, and QRIS.
- In accordance with Head Start Standards and DEEC regulations ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the WCAC Head Start program.
- Assist with weekly curriculum planning, child observation, outcome assessments, individualization forms, log parent and child contacts in database systems as well as other forms and paperwork required by the program.
- Assist the Lead Teacher in the day to day program and activities in accordance with:
  - Revised Head Start Performance Standards
  - Massachusetts Department of Early Education and Care standards to include UPK and QRIS
  - National Association for the Education of Young Children Accreditation Criteria
  - Education Component Objective
  - Creative Curriculum for Early Childhood
  - Developmentally appropriate classroom learning environment to maximize each child's opportunities for success.
  - Multi-cultural curriculum ensuring cultures of participating families will be reflective of the local community.
  - Practice Head Start standards of family style meals including eating with children
- Serve as a role model for behavior, speech and sensitivity to children and family issues when addressing staff and family members.
- Maintain an open, friendly, and informative relationship with each child's family, encouraging their involvement in all of the following programs;
  - Center program volunteering

- Center Committee meetings
- Parent meetings/activities
- Participate in training events and staff meetings (day & evening), taking advantage of opportunities for professional and personal development.
- Communicate with Education staff and Family Service staff to meet the needs of the families in the program.
- Provide coverage in classrooms, including assuming teacher responsibilities (DEEC certificated) for daily program in the absence of staff.
- Maintain flexibility and adjust to changing demands of children.
- Comply with the WCAC Head Start abuse and neglect reporting policies.
- Maintain confidentiality of information regarding children's records relating to the center and/or WCAC Head Start program.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to [hr@wcac.net](mailto:hr@wcac.net). AA/EOE. **Resumes must be received by July 7, 2017.**