



**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)

## **Assistant Teacher, Head Start, School Year (37.5 hrs/wk)**

WCAC is seeking a school year, Assistant Teacher in our Southbridge Head Start program to collaborate with the Lead Teacher to plan, organize and carry out classroom activities that contribute to children's overall growth, self-esteem, social competence, development and safety.

### **Qualifications:**

- Department of Early Education and Care license, Teacher.
- Minimum of an Associate's degree in Early Childhood Education or related field. Bachelor's preferred.
- Good communication skills both written and verbal.
- Basic computer skills including Microsoft Office, Outlook, internet searches and ability to learn agency databases.
- Ability to speak Spanish as a second language, preferred, other languages a plus.
- Ability to relate to children and families in a positive professional manner. Experience with complex family situations.

### **Other Requirements:**

- 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. Hepatitis B, optional.
- First Aid and CPR certificates for infants and children.
- Evening hours may be required to meet the needs of families and programs.
- Job site assignment may change based upon program needs.
- 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.

### **Duties and Responsibilities:**

- Assist the Lead Teacher with the weekly curriculum planning and the day to day programs and activities.
- Assist with child observation, outcome assessments, individualization forms, log parent and child contacts in database as well as other paperwork required by the program.
- Serve as a role model for behavior, speech and sensitivity when addressing staff and family members.
- Treat children for minor first aid and health related needs which includes checking children's heads on a weekly basis for head lice.
- Maintain an open, friendly, and informative relationship with each child's family, encouraging their involvement.
- Communicate with health, education and family service staff to meet the needs of the families in the program.
- Provide coverage in classrooms, at all sites, including assuming teacher responsibilities (DEEC certificated) for daily program in the absence of staff.

Send cover letter and resume specifying position to: [hr@wcac.net](mailto:hr@wcac.net) or to Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. WCAC is an equal opportunity employer. **Resumes must be received by August 23, 2019.**