



Assistant Teacher Job Posting

About Women's League Child Development Center

Founded by African American ministers' wives more than a century ago, Women's League has a proud history and a legacy of excellence in serving children and families. As a recognized leader in early childhood education, we operate the largest single-site early education center in Greater Hartford, serving over 200 infants, toddlers, and preschool children. Our 17 vibrant classrooms are housed in a bright, state-of-the-art building and we've earned accreditation from the nation's leading organization of early childhood professionals. We employ excellent teachers who weave STEAM (science, technology, engineering, art, and math) education into our children's learning.

Assistant Teacher: Summary of Responsibilities

Assist the Lead Teacher in assuring appropriate operations of the assigned classroom. Assure all Office of Early Childhood (OEC) and National for the Education of Young Children (NAEYC) requirements are implemented in the classroom. This position provides welcoming customer service to all children, parents, guests, and fellow employees.

ESSENTIAL FUNCTIONS

1. **Establish positive and productive relationships** with children, co-workers and families.
2. **Support children's learning** across the domains (Social Emotional, Physical, Cognitive and Creative) using developmentally-appropriate practices.
3. **Implement best practices for enriched learning environments.** Assist lead teacher in developing a daily schedule that incorporates best practice through consistent routines and a balance of child-teacher-initiated experiences. Extend classroom learning in creative, innovative ways outdoors and in alternative environments (i.e., field trips, walks, etc.).
4. **Assess children's progress.** Assist lead teacher in preparing for and communicating with parents during family conferences. Assist lead teacher in communicating and setting goals to best meet needs of children with IEP's, IFSP's or other supports.
5. **Ensure best health and safety practices.** Assist lead teacher in maintaining accurate and timely records of accidents, illnesses, medication, meal count and attendance. Monitor child areas for hazards or sanitation problems. Maintain current medical/emergency certifications in first aid, CPR, and medication administration etc.

6. **Maintain professional standards.** Attend staff meetings, family meetings, events, workshops, and other in-services during and after regular center hours. Follow NAEYC code of ethics. Assist lead teacher in supervising and training teacher aids, substitutes, and volunteers.
7. **Perform special assignments and projects as assigned.**

QUALIFICATIONS AND COMPETENCIES:

- Bachelor's degree in early childhood education or related field is preferred; Associate degree in early childhood education with at least one year of experience in an accredited program is required.
- Knowledge of the administration and analysis of the Ages and Stages Questionnaire (ASQ).
- Knowledge of computers and Microsoft Office Suite is required.
- Ability to work in a fast-paced team environment and manage multiple priorities.
- Ability to work independently
- Solid communication skills and ability to relate well with people from diverse groups.

Mental and physical requirements:

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

- Is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 20 lbs.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to walk, sit and stand for extended periods during the workday.

What We Offer Our Employees

A supportive work environment, opportunities for continuous learning, beautiful classrooms, an educational standard of excellence, and an excellent benefits package

Salary and Benefits

- Salary range: \$28,300 to \$35,124 annually
- Our outstanding benefits package includes health insurance, health reimbursement account (HRA), dental insurance, life insurance, short-term and long-term disability insurance, 403(b) retirement plan, Employee Assistance Program (EAP), paid sick and personal days, twelve paid holidays, two weeks paid vacation, uniform, and reimbursement for professional education.

To Apply

Please send cover letter and resume to Karen Lott, Executive Director, at klott@womensleaguecdc.org. Applications will be received on a rolling basis until the positions are filled.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.

*Women's League Child Development Center
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