

North Branford Family Resource Center

North Branford Public Schools

1332 Middletown Ave.

Northford, CT 06472

PART TIME TEACHER ASSISTANT

School-Age Enrichment Program:

10 Month position (School Year only, no summer)

Hours 7:00-9:00 am, 3:00-6:00 pm Monday - Friday (Jerome Harrison School)

Hours 7:00 am - 9:00 am, 2:30 - 6:00 pm (TVES School)

(afternoon start time may vary depending on program needs)

Position Summary:

Under the supervision of the Family Resource Center Supervisor and Before/After School Coordinator, the Assistant Teacher will be responsible for carrying out the program mission in accordance with the plans and activities set in place by the Coordinator of the before and after school program for children in grades K-2 or 3-6, depending on the school assignment. The Assistant Teacher will report directly to the Coordinator and/or Supervisor of the FRC. The prospective candidate will support the other team members of the program and assume the day to day responsibility for the assigned site, ensuring a quality program is run following the guidelines set by the Family Resource Center, North Branford Board of Education and the State of CT.

Essential Responsibilities and Duties:

- Work closely with the Coordinator and team members to plan group activities to stimulate growth in language, and social and emotional skills such as learning to listen to instructions, playing with others, and using play equipment in accordance with the policies and procedures of the Family Resource Center.
- Adheres to positive guidance policies and supports co-teachers in consistently meeting needs of children in the program.
- Maintain weekly lessons plans that provide children with experiences that build self-esteem, encourages self-reliance and helps each child to function cooperatively in a group.
- Provide day-to-day support to co-teachers by sharing daily program plans and discussing any issues or concerns for the day.
- Participate with and actively supervises children at all times.
- Ensure the safety and well being of each child by responding to their emotional, social and physical needs, which may result in the use of PMT training techniques to calm a child.
- Attend monthly staff meetings, special events or any other after hours events determined by the Supervisor and Coordinator

- Maintain professional growth in accordance to high quality standards by completing required professional development trainings designated by Supervisor.
- Help maintain healthy and safe facility by following daily cleaning protocols for each space the program utilizes during program hours.
- Establish a positive relationship with each child and model proper program behavior at all times.
- Maintain and enforce all Program documentation procedures when it comes to injury, accidents, behavior issues or any incident that occurs at the site.

Qualifications:

1. Hold an Associate Degree in Early Childhood, or a certificate in early childhood, or a closely related field

Or

- a. Have one year of college level work, and, for either, have one year of working with school-age children in a similar setting,

And

- b. have a high school diploma with two years experience working with school-age children in a similar setting.
2. Be a positive role model for all caregiving staff and children
 3. Be CPR, First Aid, Epi-Pen and PMT (physical, psychological management training) certified or obtain certification upon hire.
 4. Complete a tuberculosis test and physical and provide a physician's documentation of both.
 5. Be mentally and physically capable of caring for a large group of children.
 6. Be able to kneel, sit on the floor, bend, squat, lift, push, and pull.
 7. Be customer service oriented and professional
 8. Be warm and nurturing with children
 9. Be patient, flexible and a team player

APPLICATION PROCEDURE	Applicants should go to the Employment tab on www.northbranfordschools.org to complete an online application.
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