



The Early Education Program, Inc.

Teaching Assistant Job Announcement

The Early Education Program Inc. (EEP) primarily serves preschoolers with special needs. Children who attend EEP classrooms often come with significant delays in many areas of development. We are looking for particularly skilled assistant teachers for full or part-time work starting September 6, 2022.

JOB SUMMARY

Assists lead teachers in assuring a preschool program of the highest quality; engages in frequent, individualized interactions with children through-out the day that are nurturing and facilitate learning; leads own small group activities daily; engages in planning and follow up activities that keep the classroom safe, running smoothly and provides an optimal environment for children and staff.

GENERAL DUTIES AND RESPONSIBILITIES

The basic duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Supports the classroom in maintaining a safe environment for children at all times.
2. Assists children with and without special needs in meeting educational goals.
3. Is focused on helping children meet important language, cognitive, pre-literacy, social-emotional and motor goals
4. Lesson plans for and leads three to four small groups daily; assists in large groups; leads or assists during free play and other classroom routines including transitions.
5. Embeds goals routinely through-out the day.
6. Assists in assessing child progress (takes data) as directed by teachers/site director.
7. Assists classroom staff with record keeping, copying, filing, attendance and communication with families as directed by the classroom teachers.
8. Assists with cleaning duties as necessary.
9. Uses various targeted curriculums to plan activities for optimal progress on goals/objectives.
10. Assists the classroom teachers with the creation and development of curriculum-based materials to supplement the theme/curriculum, as well as basic copying, typing, laminating etc.
11. Follows the daily schedule and modified teaching calendar which includes a five week summer program.
12. Assists the teachers in the set-up and maintenance of the classroom, materials and supplies.
13. Interacts thoughtfully and kindly with children, staff and parents to resolve conflicts in a professional and empathetic manner.
14. Acknowledges, respects and acts to secure the confidentiality of all family records/information.
15. Maintains appropriate certifications, ORO requirements and training hours as required.
16. Attends trainings and staff meetings as required (*may require some after-hours trainings*).
17. Demonstrates excellent professional skills; is punctual; attendance is exemplary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required.

Experience/Education

- High school diploma required
- One year of experience with young children 2-5 required
- One year of experience with young children in a school setting preferred
- One year of experience with young children with disabilities preferred
- At or above Step Level 7 on ORO preferred
- Bachelor's Degree in child/education related field (e.g. early childhood, special education, communication disorders, psychology etc.) preferred

Interpersonal skills

- Demonstrates a basic respect for ALL families.
- Focuses on resolving conflicts; maintains confidentiality; has good listening skills & remains open to the ideas of others; contributes to a strong and positive team spirit.
- Eagerness to learn new skills; receives feedback and coaching positively, gives feedback to others kindly
- Engages with young children with enthusiasm, warmth and joy.

Certificates, Licenses, Registrations

- Is currently on the Oregon's Central Background Registry (CBR)

PAY & BENEFITS

- *Hourly rate: \$15.30-\$17.55 based on education, experience (life and classroom experience), 195 day school year, follows the Early Childhood CARES calendar*
- *Benefits: PTO (Paid Time Off); full-time employees receive medical and dental insurance/stipend; paid holidays; a retirement match; regularly scheduled breaks thru the year*

COVID-19 CONSIDERATIONS

- *The classroom follows all ODE Health and Safety Guidelines.*
- **All staff must be fully vaccinated.**

TO APPLY

- Submit a resume detailing your educational background & experience and brief cover letter that speaks to your particular interest in working with young children/children with special needs
- Email: office@earlyeducationprogram.org AND georgia@earlyeducationprogram.org
- Fax: 541-485-6166 Attn: Georgia Layton
- Mailing address: 99 West 10th Ave. Suite 340, Eugene, OR 97401, Attn: Georgia Layton

Positions open until filled.