POSITION ANNOUNCEMENT

DEPARTMENT: Child Care  
POSITION: Assistant Teacher  
REPORTS TO: Lead Teacher  
OPEN DATE: Immediately

Erie Neighborhood House, a progressive social service agency serving the Chicago metropolitan area and dedicated to promoting a just and inclusive society, is seeking an Assistant Teacher to work in our NAEYC accredited Childcare Program. Reporting to the Lead Teacher, the Assistant Teacher’s basic function is to be responsible for actively participating with the classroom team in the education and general development of the children following Erie House, Head Start, Illinois State Board of Education, DFSS, NAEYC and DCFS standards/philosophies.

Position Responsibilities:

- With the classroom team, plans, prepares, and implements developmentally appropriate child-initiated and teacher-directed activities for individuals and small and large groups of children.
- Meets with the Lead Teacher on a regular basis for supervision and support.
- Monitors overall health and safety of all children on a daily basis and reports any signs of illness, injury or abuse to the Lead Teacher.
- With the classroom team, identifies children who may need more specialized services.
- Meets with classroom team weekly to complete lesson plans and discuss individual children's needs.
- Attends monthly staff meetings, agency meetings, in-service trainings, CPS trainings, and other appropriate child development conferences/workshops upon approval of the Lead Teacher.
- Participates in the completion of all record keeping, as well as documentation of individual and family needs and issues.

POSITION REQUIREMENTS/ESSENTIAL FUNCTIONS

This position requires, minimally an:

- Associate Degree in child development/Early Childhood preferred or a CDA credential with 6 credits in Child Development
- Bicultural/Bilingual (Spanish) preferred.
- Physical constraints required include but not limited to: the ability to lift and carry children and other items weighing up to 50 pounds, for purposes such as lifting a hurt child or lifting a child for the safety evacuation of the building during emergencies.
- Ability to respond immediately to any emergency situation.
- Demonstrates the following qualities: self-motivated, self-directed, follows directions, makes good judgments, creative, reliable, and dependable.
- Exhibits sincere interest in working with children and is knowledgeable regarding children's development and growth.
- Provides proof of eligibility to work in the U. S.

Upon offer of employment, must complete all forms related to hiring, including Erie's application and employment status and 3 letters of recommendation. In addition, must complete all DFSS forms, including a Criminal Background Check, Fingerprinting, and a Child Abuse and Neglect Background Check.

Salary Range: $25,000.00

Please forward resume, cover letter and a list of three professional references by Thursday, March 31, 2016 to:

David Banzer  
Education Coordinator  
1701 W. Superior  
Chicago, IL  60622 or send via  
Email: dbanzer@eriehouse.org

NO TELEPHONE CALLS PLEASE!

ERIE NEIGHBORHOOD HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION; RECOGNIZED BY BOARD OF IMMIGRATION APPEALS UNITED WAY MEMBER