



Wyoming Valley Children's Association
1133 Wyoming Ave, Forty Fort, PA 18704
570-714-1246 | tromano@wvcakids.org

Job Description - Preschool Assistant Teacher

POSITION SUMMARY: Job Type: Full-time

The Assistant Teacher is a key member of the education team that supports the mission and values of the Wyoming Valley Children's Association and early childhood education. The assistant teacher utilizes early learning, Keystone Stars and other applicable federal, state and local standards to help the teacher provide a developmentally appropriate schedule, activities and classroom environment for a special education inclusive classroom. The assistant teacher will help implement the activities of the classrooms, directed by the teacher in cooperation with the classroom aide and other preschool staff. **To apply email resume to:** tromano@wvcakids.org

DUTIES AND RESPONSIBILITIES:

- Provides classroom instruction to preschoolers as directed by the teacher in accordance with the child's IEP and WVCA's established Creative curriculum and PBIS.
- Provides support to all classroom staff.
- Helps Complete Work Sampling Assessments, Battelle II Screenings, Progress Monitoring, or other duties as assigned by teacher.
- Demonstrates flexibility in addressing daily situations involving children, classroom staff, building staff, and parents.
- Attends trainings, informal and formal meetings, as needed.
- Utilizes agency established self-assessment protocol as a strategy for professional growth.
- Perform other duties as assigned.
- All WVCA staff is responsible for safety and the well-being of every child.
- The assistant teacher will maintain the integrity of the organization by demonstrating a positive attitude and always maintaining the strictest level of confidentiality and privacy of all families.
- Behavioral strategies are implemented as directed by teacher with consistency and sensitivity; additional support intervention is to be requested in the event of additional training.

EDUCATION/EXPERIENCE/SKILLS REQUIREMENTS:

- Pennsylvania Department of Education (PDE) Early Childhood Education (ECE) certification OR Special Education certification with at least 18 credits in Early childhood education is a MUST.
- Experience in providing direct services to preschoolers preferred.

- Knowledge of and/or experience implementing the Keystone Star 4 and other applicable federal, state and local standards in an inclusive setting preferred.
- Ability to effectively communicate to internal and external staff.
- Experience with technology as related to early intervention services and data collection preferred.
- Effective written and oral communication skills.
- Demonstrated experience with Microsoft Office applications, including Outlook, Word, Excel.
- Demonstrated ability to work effectively as part of a team.

WVCA offers a competitive benefits package for full-time employees including:

- Health insurance including vision and dental
- Paid vacation, sick and holidays
- Competitive contribution to a retirement plan
- Life insurance
- Safe, friendly and supportive work environment