



**Position:** Pre-School Teacher Assistant  
**Department:** Education  
**Salary:** Competitive Full-Time Compensation & Benefits Package

The mission of Unified Vailsburg Services Organization is to provide a stable and compassionate community to the children and families in the West Ward of Newark. Our Pre-K teacher Assistant must be committed to providing every 3- and 4-year-old child in Newark regardless of individual needs, with a high-quality Pre-K educational experience.

### **DUTIES/MAJOR RESPONSIBILITIES**

- Assist teacher in preparing, implementing, and evaluating daily classroom activities.
- Assist teacher in ensuring all children are taught and supervised in a consistent manner.
- Assist the teacher in ensuring that all children are within sight and sound at all times.
- Communicate with children by using effective questioning, listening carefully to children, and speaking to children at eye level at all times.
- Ensure playground safety by planning for outdoor time to meet the needs of all children including those with special needs and that all children are adequately supervised.
- Take responsibility for the children when the teacher is not present and a substitute is present.
- Integrate daily the educational aspects of health, nutrition, and safety.
- Assist the teacher in ensuring all children are signed in and out by the parent daily.
- Share the responsibility of maintaining orderliness and cleanliness in the classroom to include but not limited to janitorial duties such as: sterilization of toys, sweeping and mopping of floors in bathroom and classrooms, cleaning and sterilizing of toilet and sinks with cleaning solutions and sanitizing agents.
- Assist in planning and involving children in the preparation of nutritious foods and cleanup at meal time
- Assist with daily personal hygiene of the children such as toileting, hand-washing, and resting
- Share the responsibility of providing appropriate care for children with disabilities
- Encourage parents to attend meetings/workshops provided by NPS/UVSO
- When required attend Center activities, contributing relevant Education component information
- Attend all staff development, in-service training activities provided by NPS/UVSO
- Implements and participates in planning session for the classroom
- Utilize the resource library for technical assistance
- Maintain positive communication with parents
- Apply safe practices in the performance of duties
- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Comply with Agency safety standards
- Participate in emergency/fire drills
- Assist in transition/routine plans so they occur in a timely, predictable and onrush manner according to each child's need.
- Responsible for conducting small group activity at the direction of the teacher
- Register in NJCCIS.
- Take anecdotal notes daily so teacher can reference to complete GOLD assessment for each child

### **Disclaimer**

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

Unified Vailsburg Services Organization (UVSO) is an equal opportunity employer and does not discriminate against any potential job candidate or employee on the basis of race, creed, color, sexual orientation, national origin, or gender.



## Unified Vailsburg Services Organization

1044 South Orange Ave, 2<sup>nd</sup> Fl  
Newark, New Jersey 07106  
T: 973.374.2000  
F: 973.374.6042  
www.UVSO.org

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### Qualifications

- High school diploma, CDA or Associate degree in Early Childhood Education with Current First Aid, CPR
- Current enrollment in NJCCIS
- Current physical examination, drug screen, and TB screen documentation
- Early Child experience (preferred)
- Multi-cultural experience (preferred)
- Able to clear CARI and CH

### Skills and Abilities

- Accident reports filled out within 24 hours of occurrence.
- Attend Open House, Teacher/Parent Conferences, and In-Service meetings.
- Punch time card in and out daily.
- Attend all children field trips.
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education

### Physical Requirements:

The Pre-K Teacher Assistant may require lifting of children and equipment, standing for long periods of times, and may spend time sitting on the floor or child size furniture. May take walks throughout the community with children. May be involved in music and motion activities. May come in contact with sick children and must take precautions to ensure the health and safety of all.

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