



## UNITED SOUTH END SETTLEMENTS

At United South End Settlements (USES) we believe that families have the best chance to reach their potential when we support the whole family together – children, parents, caregivers, and other family members. We help families reach their goals around education, career, finances, family or community engagement through one-on-one coaching. We also connect parents/caregivers to our job training program and our quality education and enrichment opportunities for children. We offer early childhood education, after school and summer enrichment programming, and a sleepaway camp in New Hampshire.

### **Substitute and Part Time Early Childhood Education Assistant Teacher**

#### GENERAL DESCRIPTION

The broad goal of the Early Childhood Education program at USES is to meet the individual needs of children and families by providing physical, intellectual, emotional, and social experiences. The Assistant Teacher plays an important role in assisting teachers in the day care setting. Although working under the lead of the Head Teacher, the Assistant Teacher is supervised by and reports to the Director of Early Childhood Education.

#### QUALIFICATIONS

1. Must be 18 years of age and have a high school diploma or equivalent
2. Must have the ability to relate well to staff and preschool children and their parents in an urban bi-lingual setting

#### RESPONSIBILITIES

1. Assists one or more teachers as directed
2. Supervises play activities as requested by
  - a. Participating with children in group games
  - b. Enforcing safety rules
  - c. Intervening when children are apt to hurt each other or themselves
3. Prepares curriculum and activities for children
4. Assist children with self-care activities
5. Assists children who are having difficulty with activities
6. Assist in the preparation of meals and snacks

#### PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to climb, stoop, reach, stand, lift, feel, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly
- Work requires close visual acuity
- Position is not substantially exposed to adverse environmental conditions