



EMPLOYMENT OPPORTUNITY

Center for Families and Children
 Human Resources Department
 4500 Euclid Avenue
 Cleveland, Ohio 44103
 (216) 432-7257 (Fax)
careers@c4fc.org

<u>Position:</u>	<u>Location</u>
2 Teacher Assistants	Rainbow Early Learning Center

Job Summary:

Under the direct supervision of the Site Manager, assists the classroom teacher in guiding children as individuals and in groups in educational activities and childcare routines. Under the direct supervision of the Site Manager, assumes responsibility for the classroom in the event of the teacher's absence.

Job Duties & Responsibilities:

Assists in handling supplies, equipment. Works independently in classroom.

Completes accurate, timely paperwork, including attendance records, meal counts and classroom observations of assigned children.

Implements educational activities and child care routines to meet the identified needs of individuals and groups of children. May be assigned to provide additional supervision or support for a disabled child.

Must be able to work with children indoors and outdoors year round to implement the outdoor education curriculum.

Maintains open and appropriate contact with parents.

Professional Development

Must attend fifteen hours annually of in-service training sessions until a maximum of forty-five hours are completed or proof is provided of applicable degree or certification. Plans and pursues an individual, personal development plan which may include formal college course work, attendance training, workshops, and conferences as requested. Keeps abreast of research and best practices. Must maintain certifications.

Child and Adult Care Food Program Duties (CACFP)

Responsible for taking point of service meal counts at all meals/snacks. Assists with the serving and clean up of meal service.

Take steps to ensure children have adequate time to eat. Encourage children to eat or taste food.

Staff is expected to hold any child who is still receiving a bottle at any meal time.

Staff takes steps that ensure the center's nutritional services contribute to children's development and socialization by ensuring food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat or taste food.

Performs other duties as assigned.

Job Qualifications:

Must have high school diploma, G.E.D. or other relevant equivalency.

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Must have a Child Development Associate (CDA) Credential in either Infant Toddler or pre-school depending on work assignment.

Prefer prior, documented experience working with children.

Must have an awareness of and sensitivity to the cultural diversity of the population served.

Must pass required background check at time of hire and periodically there after. Must pass an annual physical examination. Must be able to lift a child that weighs 20 lbs. or more.

Must possess the capacity to work in a team-centered environment.

Must possess good oral and writing skills.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted above. External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children
Human Resources Department
Attention: Teacher Assistant (Rainbow ELC)
4500 Euclid Avenue
Cleveland, Ohio 44103
HR Fax #: (216) 432-7257
HR Email: careers@c4fc.org**