

Mt. Ararat Community Activity Center Early Childhood Development Center

Job Announcement: **ASSISSTANT TEACHER**

Classification: Part-time, hourly

To apply: Send resume' and cover letter to: MACAC @ 271 Paulson Avenue, Pittsburgh, PA 15206 or email to info@macac-inc.org. No phone calls please.

JOB RESPONSIBILITIES

- Adhere to the rules and regulations outlined in the Department of Human Services handbook for Child Day Care Centers.
- Coordinate and assist in the implementation of daily activities and routines. Activities should promote the development of skills, social competence and self-esteem and include outdoor activities.
- Assume responsibility for assigned group of children and provide supervision at all times.
- Ensure the environment is safe, clean, sanitary, organized, and conducive to learning and child development.
- Provide basic care for children including meal preparation & feedings, diaper changing, toilet training, etc.
- Communicate with parents daily regarding their child's progress, activities, incidents, concerns, etc.
- Ensure proper ratios are maintained in the Center at all times.
- Ensure accurate records are kept for each child. This includes sign in/out sheets, changing & feeding logs, incident & accident reports, etc.
- Other duties as assigned

QUALIFICATIONS

- Act 33/34 Clearances
- Two letters of reference
- High school diploma or GED

And one of the following:

- 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field
- 15 credit hours in early childhood education, child development, special education, elementary education, or the human services field and 1 year experience with children
- 2 years experience with children