

Holy Family Institute

Journey of Hope Program

Teaching/Classroom Assistant

Reports to: Education Coordinator

Location: Main Campus

Hours: 6:30 a.m. to 2:30 p.m. Monday – Friday, (12-Month Position- full-time)

General Statement of Duties: The Teaching/Classroom Assistant is primarily responsible for working cooperatively with classroom teachers in supporting student learning and the educational program in the classroom as well as the daily direct supervision and monitoring of children. Assistants will take direction from the lead classroom teacher and may be asked to work with students individually, in small groups or on occasion substitute for the lead teacher. Assistant may also be asked to lead non-academic activities that contribute positively to the students' adaptation and acculturation process.

Must be fluent in Spanish language (read, write and speak).

Responsibilities:

- Actively supports teaching and learning in the classroom.
- Prepares classroom materials.
- Demonstrates effective classroom management techniques.
- Provide nurturing care and assist with the management of children's everyday living requirements before and after school.
- Model appropriate behaviors (e.g., respect for others, appropriate dress, appropriate conflict resolution, etc.).
- Support the mission, program philosophy and values of Holy Family Institute.
- Participates in appropriate professional development programs to attain and maintain competency.
- Promoting and utilizing culturally sensitive care and treatment of child, families and co-workers. Actively working to reduce bias and promote cultural sensitivity and acculturation.
- Assistance in maintaining facility in accordance with ORR, OCFS, OSHA, DPW and agency health and safety standards.

Minimum Qualifications:

Minimum undergraduate, 4-year degree in education, child development or related field. PA teacher certification is encouraged, though not required. Knowledge of second language acquisition, techniques for teaching English language learners, and the ability to conduct appropriate assessments for program placement and monitoring of student achievement. Previous work in education. Caring and patient attitude toward children. Experience working in a non-traditional educational setting is a plus. ***Candidate must be fluent in English and Spanish (speak, read and write).*** Valid PA Driver's license, current Act 33/34 and FBI clearances are required. EOE

Please visit www.hfi-pgh.org/careers to complete the online application