



## Position Announcement

**Parents In Community Action, Inc. is seeking candidates for the following position:**

### **Temporary Early Head Start Assistant Teacher**

**Job Summary:** The Assistant Teacher assists the Teacher in planning, implementing and evaluating child development experiences for the children enrolled in Head Start.

#### **Key Tasks and Responsibilities:**

- Assist the Teacher in maintaining clean, safe classroom space.
- Assist the Teacher in planning and providing an individualized curriculum for children.
- Assist the Teacher in completing all required documentation (e.g., lesson plans, incident reports).
- Responsible in absence of Teacher.
- Participate in Mediator Team meetings.
- Dependable attendance.
- Perform other duties as assigned.

#### **Required Skills Knowledge and Abilities:**

- Meet state licensing requirements for Assistant Teacher position.
- Good communication, record keeping and writing skills.
- Experience working in and knowledge of early childhood development.
- Interest and willingness to work with young children and their families.
- Ability to lift 50 pounds.
- Ability to learn how to use a Macintosh computer and the FileMaker Pro application.
- Ability to work well with individuals from various ethnic and socio-economic backgrounds.

**Salary: \$12.75/hr**

Apply online at [www.picaheadstart.org](http://www.picaheadstart.org) or at 700 Humboldt Ave N, Minneapolis, MN 55411. AA/EOE

**Announcement Date: December 1, 2011**

**Applications Due: Until Filled**