



Wuneechanunk

Shinnecock Preschool

P.O. Box 5006, Southampton, NY • T. 631.318.4852

Job Title: Wuneechanunk Teachers Aide (3)

Reports To: Lead Teacher

FLSA Status: Non-Exempt, Full-Time hourly

Department: Wuneechanunk Shinnecock Preschool

Salary Range: \$21 to \$23 and commensurate with experience

Application Deadline: Until positions are filled

Summary: Organizes and leads activities and assist teaching staff at by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Coordination and delivery of the infant/toddler curriculum and care-giving activities.
- Observation, assessment and documentation of each child's health, skills, behavior, and growth and development
- Helps children remove outer garments.
- Directs children in eating, resting, and toileting.
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books.
- Maintains order in classroom.
- Serves meals and refreshments to children and regulates rest periods.
- Assists in preparing food and cleaning quarters.

- Other duties as assigned

Competency:

- Maintains confidentiality; Keeps emotions under control.
- Balances team and individual responsibilities; Exhibits objectivity and openness to others' views.
- Shows respect and sensitivity to Native Americans and Native American culture.
- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Is consistent and adapts easily
- Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- Exhibits sound and accurate judgment.
- Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Education/Experience:

Minimum: High School diploma with a current Infant/Toddler Child Development Associate credentialing (CDA) with five (5) years' experience working with infants and toddlers in a child care setting and/or an approved plan to meet the preferred requirement.

Preferred:

A Bachelor's Degree in Early Childhood Education with two (2) years' experience teaching infants and toddlers in a child care setting. Or, an Associate's Degree in Early Child Development with three (3) years' teaching infants and toddlers in a child care setting, and an approved plan to meet the foregoing requirement.

Certificates and Licenses:

Must be certified in CPR/First Aid or obtain certification within 90 days of hire and must possess a valid driver's license. Obtain NYS mandated trainings within one week of hire.