



990 Pelham Parkway South ~ Bronx, NY 10461

☎: 718-792-1800 ~ 📠: 718-792-6802

🌐 [www.bronxhouse.org](http://www.bronxhouse.org)

### **PKA Teacher Assistant Job Description**

Bronx House proudly offers a Pre-k For All (PKA) program in conjunction with the NYC Department of Education. Our PKA program offers a warm, nurturing, stimulating atmosphere where children can expand their skill set and discover the joys of learning in a classroom setting.

The Teacher Assistant supports the efforts of the Head Teacher to make classrooms warm, welcoming and effective in helping children to meet child development and academic goals, and in helping families to engage in their children's education.

#### **Required Experience:**

- Associates Degree, CDA or equivalent certification in Early Childhood Education or related field with at least two years of classroom experience.
- A demonstrated capacity in planning classroom activities, observing children's behaviors, and maintaining educational records.
- Knowledge of Microsoft Applications, Video Conferencing Applications (Google Meets, Zoom and Google Classroom)

#### **Preferred Licenses:**

- NYS Child Development Associate Certification
- NYS Early Childhood Teaching Assistant Certification

#### **Preferred Core Competencies:**

- Assist Head Teacher in providing students with a nurturing, safe, and healthy environment to help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development in relationship to the overall goal of social competency.
- Assist Head Teacher with implementation of The Department of Education Curriculum and the Pre-Kindergarten Standards for the Common Core.
- Good interpersonal skills.

- Basic knowledge of child development including typical and atypical language, cognitive, motor, social, and self-help skills development.
- Ensure records on children and families are current, complete, and confidential.
- Ensure all required reports are completed accurately and in a timely manner as per the Early Childhood Center Director's request or direction.
- Propensity for problem-solving.
- Ability to relate to families in a holistic fashion that incorporates education, social services, health and nutrition, and family issues.
- Experience working with groups and/or families from diverse cultural, economic, and ethnic backgrounds. Must have knowledge of and sensitivity to the educational and socio-economic needs of the children and families served in PKA.
- Knowledge of community resources to support appropriate referrals.
- Willingness to comply with the established agency performance standards which may include: productivity/personal responsibility, embracing a team player orientation, and maintaining a professional demeanor.
- Demonstrate self-motivation, continual learning, and taking initiative.
- Practice professional and effective interpersonal communication skills.
- Nurturing character that enables the building of a respectful, trusting and loving relationship with children and their families.
- Ethical and professional conduct that enables the building of a respectful, trusting and collaborative relationship with the center staff.
- Modeling of appropriate behavior for children, parents, and other staff.
- Ability to be responsible for the completion of assigned tasks and projects.
- Perform other duties as required.