Hispanic Unity of Florida

Job Title: Part Time Teacher Assistant
Reports To: Senior Lead Teacher
Classification: Non-Exempt
Schedule: Monday to Friday: 1:30pm – 6:00pm
(some weekends and evenings as needed)

Summary: The Part Time Teacher Assistant is responsible for supporting the Lead Teacher in creating a nurturing and safe learning environment for young children (3 to 5 years old). Provides support for classroom activities, assignments and/or material; under the direction of the lead teacher for the purpose of assisting in the deliverables of classroom objectives. Implements, under the supervision of the Senior Lead Teacher, instructional’s program and lesson plan in the areas of reading, math, science, and many others for the purpose of reinforcing learning concepts. The Part Time Teacher Assistant helps facilitating daily learning activities and routines.

Essential Duties:

- Support the Senior Lead teacher and the Full-time teacher assistant as needed.
- Assist Lead Teacher in facilitating daily learning activities in a variety of individual and group setting to ensure student success.
- Form and maintains nurturing relationships with children.
- Checking and maintain cleaned the items per area.
- Keep track of inventory of classroom materials and supplies and inform the Lead Teacher when supplies and equipment are needed for the program.
- Collaborate and interact effectively with parents and staff members.
- Assist the Lead Teacher and Full time Teacher Assistant to create interesting learning centers that promote active learning for the purpose of improving the quality of student outcomes.
- Prepares for the day’s activities and transitions between activities.
- Engages children in literacy activities and conversations throughout the day.
- Model conversations, manners, clean-up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
• Assisting in establishes strategies to work with children of differing temperaments/behaviors
• Assisting in reinforce positive behavior with positive behavior teaching techniques
• Assisting in monitor student’s daily schedule and behavior plan (e.g. class schedule, toileting, medication, appetite, etc.) for the purpose of maintaining a safe a positive learning environment.
• Respond to emergency situation (e.g. injured students, lock down, fire-drill, fights, etc.)
• Report accidents and incidents to administration
• Retains an accurate count of the children at all the time.
• Keeps confidentially of all children records.
• Engage in professional development activities (at least one per quarter).
• Be aware that classroom is always in compliance with Early Education Care Health & Safety standards; and maintain equipment, toys, and materials of the classroom clean and organize while working and report any issue.
• Assist the Lead Teacher and Full-time teacher Assistant in maintaining the Child Care Licensing standards as well as the National Early Childhood Accreditation standards.
• Other duties as deemed necessary by the Lead teacher, and/or the Preschool Director.

Job Requirements:
• The candidate must have 45 hours of Child Care Licensing training course.
• Minimum of one (1) year of experience working with young children in a group setting.
• Minimum of 10 clock hours of training each year (must be completed annually)
• Proficiency in both written and spoken English
• The Preschool Teacher Assistant may be lifting and carrying children and equipment and may spend time sitting on the floor or child sized furniture.
• Punctuality for work, dressed appropriately in assigned HUF’s Preschool staff uniform

Preferred Qualifications (education, experience, skills)
• One year of experience working with young children in a group setting
• CDA certificate
• AID/CPR certificate

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both
prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understanding my responsibilities.

Employees Signature___________________________ Date: ______________

Supervisor's Signature__________________________ Date: ______________

Title: ________________________________________

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.

Updated: Junio 2023
Yonela Carusi
Director