



**The William Bailey R.E.C. Center Inc.s'
Philadelphia Early Learning Academy**

Job Title:	Teacher Assistant	Job Category:	Education/Youth/PreSchool
Department/Group:	PELA	Job Code/ Req#:	TAWest, TASWest, TASTPaul
Location:	West Philadelphia and Southwest Philadelphia	Travel Required:	0%
Level/Salary Range:	Negotiable	Position Type:	Contract/FT
HR Contact:	Admin/MB	Date posted:	August 15, 2014
Will Train Applicant(s):	Yes	Posting Expires:	September 30, 2014
External posting URL:	www.pelakids.com		
Internal posting URL:	www.pelakids.com		
Applications Accepted By:			
FAX OR EMAIL: 1-888-958-1165 Human Resources Ext 5 admin@pelakids.com		MAIL: N/A	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities. • Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips. • Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers. • Enforce administration policies and rules governing students. • Discuss assigned duties with classroom teachers to coordinate instructional efforts. • Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage. • Observe students' performance, and record relevant data to assess progress. • Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods. • Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations. 			



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- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- An aide is responsible for assisting in the implementation of daily program activities.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

(b) An aide shall have attained one of the following qualification levels:

(1) A high school diploma or a general educational development certificate.

(2) A minimum of an 8th grade education and enrollment in a training curriculum described at § 3270.31(c) (relating to age and training). The classroom training portion of the curriculum shall be completed. Documentation of completion of classroom training and continuing enrollment in the training curriculum shall be included in the staff person's file.

(3) A minimum of an 8th grade education and 2 years of experience with children.

(c) An aide or a combination of aides shall be supervised at all times by a staff person qualified at minimum as an assistant group supervisor.

Must have current FBI, PA State Criminal and Child Abuse clearance

Must have current Health Assessment with TB clearance/shot.

PREFERRED SKILLS

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Service Orientation — Actively looking for ways to help people.

Coordination — Adjusting actions in relation to others' actions.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.



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Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Consistent and reliable attendance.

ADDITIONAL NOTES

n/a