



## KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

### Job Opportunity: Substitute Preschool Teacher Assistant

Job Title: Substitute Preschool Teacher Assistant  
Department: Programs - Preschool  
Reports To: Preschool Director  
Classification: Non-Exempt / Part Time (On-Call)  
Compensation: \$18 - \$22 / hour  
Benefits: Accrued Sick Time

#### ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory/>.

#### POSITION SUMMARY

Reporting to the Preschool Director, the Preschool Substitute Teacher Assistant is responsible for supporting the planning and implementation of daily classroom lesson plans and assuring safety of children in the preschool classroom.

#### POSITION ROLES AND RESPONSIBILITIES

##### Curriculum/Program Design

- Work with the teachers to plan and prepare lesson plans, and submit in accordance with administrative guidelines as necessary.
- Work closely with Classroom Leaders in a team-teaching atmosphere for classroom activities and share pertinent information, suggestions or ideas on a regular basis.

##### Class Time

- Interact with children through instructional methods to include play, music, arts and crafts, reading, writing, science and physical activities.
- Assist children with completing assigned projects and enhancing learning skills.

##### Assessment

- Monitor talents, special abilities, disabilities, deficiencies or problems of each individual child, document issues/concerns as needed in logbook and notify management.



- Assist teachers with the preparation of evaluations for children as needed.

#### Student Relations

- Promote and foster each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional and cognitive growth.
- Establish and maintain a positive interpersonal relationship with all children, fellow staff and parents/guardians.
- Assist children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.

#### Classroom Environment/Safety

- Work closely with Classroom Leaders in a team-teaching atmosphere for classroom activities and share pertinent information, suggestions or ideas on a regular basis.
- Assist with the supervision of Parent Volunteers, and regular Volunteers

#### Staff Development

- Attend in-service training, conferences, staff meetings and other meetings as required.

#### CANDIDATE PROFILE

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education/Experience

- Must be at least 18 years old
- 12+ units on ECE or AA/ training in ECE
- Must be willing to continue education by attending ECE training, workshops and classes

#### Special Skills/Knowledge/Requirements

- Passion for KidWorks mission and ability to articulate this passion to others
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills
- Bilingual in Spanish-English
- Must have reliable automobile for use on the job (mileage to be reimbursed). Valid CA driver license. State required automobile insurance coverage.
- Current Pediatric CPR and First Aid Certification
- Covid-19 completed vaccination series strongly encouraged
- Must Have Health Screening
- Vaccines required: MMR, TDAP, Flu and TB test



#### APPLICATION PROCESS

To apply for this position send an email to [HR@kidworksc.org](mailto:HR@kidworksc.org) and include a cover letter and resume. Please write "***Substitute Preschool Teacher Assistant***" in the subject line. Both attachments must be received; incomplete submissions will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response. KidWorks is an equal opportunity employer.