



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Bilingual Program Aide	Supervisor:	Program Coordinator & Classroom Teacher
Location:	Family Literacy (Smith School)	Classification:	Part-Time/Non-Exempt
Department:	Family Literacy Program	Hours:	23 hours per week
Schedule:	Monday – Thursday 5.75 hours per day		

EDUCATION & EXPERIENCE REQUIREMENTS

- High School Diploma.
- Bilingual in English/Spanish.
- Experience in early childhood education preferred.
- PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent care and service to a diverse population. This position requires someone who has strong communication skills and is attentive to the needs of the students, families, and the program itself. It is important that the candidate be dependable and maintains a positive attitude.

DUTIES AND RESPONSIBILITIES

- Assist in supervising and ensuring the safety and wellbeing of the children at all times, being alert to the needs and/or problems of the children as individuals and as a group. Never leave a child unattended.
- Assist teacher in creating an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Assist in keeping the facility clean, neat, orderly, and safe for families. Assist head teacher in the care of classroom supplies.
- Attend staff meetings and special training required by the program and/or as assigned by the Program Coordinator.
- Report to Program Coordinator any special needs or problems of individual students.
- Immediately report to Program Coordinator any suspected domestic violence, child abuse or neglect.
- Assist teacher in handling discipline.
- Maintain a steady flow of communication between the students, faculty, and administration. This communication is needed to update the status and monitor the progress of students in the program.
- Interact positively with parents and facilitate positive parent/child interaction. Conduct yourself as an appropriate role model for parents by demonstrating positive attention to children at all times.
- Respect the rights of families in the program and maintain their confidentiality.
- Assist teacher in employing appropriate practices and maintaining a proper early childhood environment.
- Assist teacher in keeping daily attendance logs.
- During ILA time and other program activities provide proactive assistance to parents, especially those who have more than one child in the program.
- Assist teacher in conducting assessments at the assigned times and other reporting required by the program. Assist teacher in maintaining a file on each student that contains dated checklists, portfolio, progress reports, detailed assessment information, and other daily and monthly reporting forms as required.
- Assist teacher in implementing program and class curriculum as appropriate.
- Participate in regular meetings with the Professional Learning Community (PLC).
- Assist head teacher during all regular classroom, ILA time, and special event activities.
- Supervise students while the head teacher is conducting special projects or assessments.
- Carry out all other duties as assigned by the Program Coordinator or her/his designee.

ADDITIONAL INFORMATION

If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

- Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - <https://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

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