



JOB ANNOUNCEMENT

POSITION INFORMATION

Title: Assistant Teacher
Supervisor: Contract Manager
Location: York City School District
Classification: Full-time Hourly/Non-Exempt
Hours: 37.5 hours per week
Schedule: Monday – Friday, between the hours of 7:45AM-3:15PM. Working lunch with the children. Follows the York City School District calendar.

COVID-19 vaccination is required. At York County Libraries, the health and safety of our employees are important to us. Therefore, new hires must be fully vaccinated against COVID-19 by date of hire. Individuals requiring a medical or religious accommodation may contact Human Resources.

GENERAL DESCRIPTION

The Assistant Teacher will assist the Pre-K Counts Lead Teacher in providing equitable developmentally appropriate instruction to pre-kindergarten students of various developmental backgrounds in the area of social, emotional, physical, and cognitive development and to provide a safe and supervised setting for students.

EDUCATION & EXPERIENCE REQUIREMENTS

- High School Diploma with CDA Certificate or Associates Degree
- At least one year of experience in Early Childhood field.
- Candidate must have current PA Child Abuse Clearance, PA Criminal History Clearance, FBI Fingerprint-Based Clearance, and Mandated Reporter Training Certificate.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent care and service to a diverse population. The candidate should have the ability to interact with staff, families and students in a manner that demonstrates respect and dignity, and the ability to solve problems in a professional manner.

PHYSICAL REQUIREMENTS

- Must be able to lift to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to reach, lift, and stretch throughout the workday.
- Must be able to stand and/or walk up to seven hours at a time.
- Must be able to sit for up to seven hours at a time.

DUTIES AND RESPONSIBILITIES

- Actively supervise children at all times/maintain ratio at all times.
- Assist teacher with any preparation of materials, displays, etc. This includes charts, theme boards, games, manipulatives, and homework.
- Collaborate weekly with teacher on the planning of lessons.
- Review lesson plans for the day in the morning with teacher and be prepared to teach and assess the small group lesson.
- Take observation/assessment notes daily for all students.
- Set up of classroom before the school year begins and tear down of classroom in June.
- Participate in events that promote the partnership of York County Libraries and the York City School District.
- Contact supervisors/coaches with instructional concerns and child concerns.
- Complete Behavior Tracking Forms on students as needed.
- Understand and be able to implement policies and procedures in the Parent Handbook and Teacher Handbook.
- Assist lead teacher with the administration of assessments.
- Collaborate with lead teacher on creating monthly and large supply orders.
- Ensure that the Development Screener Tracker is kept current.
- Implement behavior plans.
- Be prepared to take over most lead teacher duties in the absence of lead teacher and to assist the district sub if applicable.
- Actively participate in coaching cycles with Pre-K coaches.
- Actively participate in professional development and staff meetings.

- Other duties as assigned.

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>

York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit jobs.yorklibraries.org to complete an employment application.