



The Guidance Center of Westchester  
256 Washington Street  
Mount Vernon, NY 10553  
TheGuidanceCenter.org

**POSITION:** Teacher Assistant

**PROGRAM:** Early Childhood

**HOURS:** 8:30-4:00 school calendar

**REQUIREMENTS:**

High School Diploma and minimum 6 college credits. 1 year working with pre-school age children. NYS Special Education Certification.

**SKILL & ABILITY:**

- Sensitivity and empathy for children and their families
- Basic understanding of child development
- Basic understanding of children's diverse needs
- Self-motivated
- Good communication skills
- Good organizational skills
- Responsible
- Reliable
- Flexibility
- Cooperative and responsive to the Teacher(s)
- Collaborative (Ability to work as team member)
- Basic computer skills

**JOB DESCRIPTION:**

- Assist Special Education and/or General Education Teachers in all phases of running the program
- Participate in meeting the goals and objectives of the child's goals as noted on the IEP
- Responsible and dependable pattern of attendance and strong work ethic
- Present appropriate professional appearance
- Participate in and respond appropriately to Monthly Supervision
- Participate in staff meetings and case presentations
- Participate in formal and informal assessment of students
- Record anecdotal observations
- Attend Parent Conferences as needed
- Mandated reporter

**SALARY RANGE:** based on experience

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**DATE POSTED:** 5/18/18