



**Cincinnati Union Bethel
JOB POSTING
July 31, 2019**

Positions are open at Little Blossoms Academy for:
Assistant Teacher

Cincinnati Union Bethel is hiring **Assistant Preschool Teachers** at Little Blossoms Academy, located at 2015 W. North Bend Road, Cincinnati, OH 45224. The Assistant Teacher positions are full-time, offering a competitive hourly rate and benefits package, including 401k profit sharing; contributory medical insurance; dental and vision insurance; supplemental insurance; company paid life insurance and short-term & long-term disability; generous paid-time off; and an Employee Assistance Program.

**** \$500 hiring bonus, after first six months of continuous employment ****

Interested applicants should apply by application or resume to Cincinnati Union Bethel's Human Resources Department:

E-mail: HR@cubcincy.org

Fax: 513-768-6922

Mail: 2401 Reading Road, Cincinnati, OH 45202

An Employment Application can be found on our website at: www.cubcincy.org/about-us/employment/

Please direct any questions about this posting to: HR@cubcincy.org.

MINIMUM QUALIFICATIONS REQUIRED:

A current Child Development Associate credential (CDA) is required, in addition to a high school diploma or General Equivalency Diploma (GED). An Early Childhood Education Associate Degree is preferred. Candidate must have good verbal and written skills and preferably one year of experience working in an early childhood classroom, preferably in an urban setting.

SUMMARY OF WORK PERFORMED:

Responsibilities of an Assistant Teacher at Cincinnati Union Bethel include but are not limited to: collaborating with the classroom's Lead Teacher, maintaining fidelity to CUB's educational philosophy, implementing curriculum, ensuring a safe and nurturing classroom environment, planning developmentally appropriate activities for individuals and for the group, documenting child progress, completing developmental screenings and assessments, supporting the development of emotional literacy for each child, setting goals and communicating progress with parents. Specific Duties are carried out in accordance with CUB Policies and Procedures, and standards from regulatory agencies.

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist in creating and maintaining an environment that promotes optimal growth and development through positive social interactions with children, including implementing Family Style Dining as a daily practice.
- Implement developmentally appropriate practices and research-based teaching strategies according to Cincinnati Union Bethel's education philosophy.
- Assist in the creation and implementation of transition plans for children and families.
- Implement positive discipline strategies.
- Plan and implement activities that meet the physical, cognitive, emotional, and social needs of children.
- Support social-emotional development and strengthen emotional literacy in children.
- Encourage parental involvement and support parents' understandings about child development and early learning.
- Assist in the planning and documentation of at least two parent-teacher conferences and two home visits per program year for each child.
- Assist in selecting a variety of developmentally appropriate classroom materials that are individually suitable for all children in the group.
- Maintain consistent, flexible daily routines to meet the interests and needs of the individual child and the needs of the group.
- Assist in the preparation and implementation of intervention strategies for children when needed; support objectives that are defined on each child's Individualized Education Plan (IEP) when appropriate.
- Actively supervise children at all times.
- Assist in the evaluation of developmental progress of and maintain records for each child.
- Assist in the maintenance of safety checklists for the indoor and outdoor environments.
- Assist in updating end-of-the-month forms to maintain compliance of child data.
- Provide ongoing support to teachers, parents, volunteers, and other staff members.
- Participate in ongoing professional development opportunities, track personal progress toward goals, and update professional development plan, at least, annually.
- Maintain confidentiality and professionalism at all times.
- Adhere to established personnel policies and procedures, ODJFS licensing rules, and Step up to Quality requirements.
- Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
- Ability to quickly react and respond to emergency situations
- Occasionally move/transport items weighing up to 40 pounds

Cincinnati Union Bethel is an equal opportunity employer. All applicants are considered for positions based on qualifications without regard to race, color, religion, ethnicity, sex, sexual orientation, disability, age, national origin or veteran's status in any manner prohibited by federal and state law. An applicant's right to privacy shall be respected and the results of inquiries shall be treated in confidence.