



Early Learning Center Assistant Teacher Job Description

New Legacy Charter School is a free, public school for pregnant and parenting high school students and their children in northwest Aurora. We are located at 2091 N. Dayton Street, Aurora, CO 80010 and serve approximately 95 high school students and 65 children in an on-site early learning center. The school is authorized by the Colorado Charter School Institute and opened in August of 2015, with our first class graduating in June 2016.

We offer students a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers. Our vision is to see young families creating a legacy of education leading to compelling careers, financial independence, and positive parenting. Our school model includes combining flexibility with a strong school culture based on healthy relationships and student leadership.

We operate an on-site early learning center (ELC) for our students' children, which has a four-star rating from Colorado Shines. The ELC also serves as a learning lab for our young parents as they learn about healthy child development and positive parenting. The ELC provides a nurturing and educational environment for both children and their teenage parents.

Employment Status

This is a full-time, non-exempt, at-will position. ELC lead teachers reports directly to the ELC Director.

General Position Description

New Legacy is collecting resumes for early childhood education assistant teachers (infant, toddler, and preschool) in the event that we have openings for the 2018-19 school year. The Teacher Assistant supports the Lead Teacher and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistants are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

Key Responsibilities

- Assist in the implementation of Creative Curriculum activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Maintain frequent communication with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Create an open and positive learning environment for the school's teen parents.
- Coach and mentor teen parents as they learn about child development and positive parenting.
- Help ensure smooth, daily transition from home to child care center.
- Follow all center policies and state regulations.



- Maintain personal professional development plan to ensure continuous quality improvement.
- Maintain a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Maintain accurate records, forms and files.
- Assist with program assessments (Ages and Stages, Teaching Strategies Gold).
- Assist with Home Visits and Parent/Teacher Conferences.

Mission Alignment

Mission-aligned members of the New Legacy community:

- Dedicate themselves to the school's mission and vision, adopting a “whatever-it-takes” attitude in helping our students succeed.
- Understand that relationships are essential to working with students who have been disengaged from their education and are at-risk of dropping out of school. Staff members pursue appropriate and healthy relationships with students, including advocating for them and their success.
- Believe our students have strengths and assets, and build on these strengths in their work. Maintain a positive attitude and a solution-based approach to challenges in the work place.
- Oversee open and consistent communication with students and their families about their academic progress, health success and needs, parenting success and needs, individual graduation plans, and college planning. Also communicate proactively with colleagues about student needs to ensure integrated support.
- Are committed to restorative justice as a mean of addressing conflicts or challenges in the community, whether between students, staff members, or students and staff members.
- Are committed to inclusive excellence. This means they are willing to engage in conversations about privilege, power, equity, and diversity, and are willing to invest time in community-building and professional development based on inclusive excellence.
- Are active participants in a supportive and demanding professional community that fosters respect, trust, honesty, risk-taking, open-mindedness, flexibility, collaboration, and continuous improvement.

Qualifications and Educational Requirements

- Minimum of 2 years of professional child care experience.
- High School Diploma or GED, and significant college credit in early childhood education or related field of study. CDA or 6 hours of ECE credit preferred.
- Compliance with other regulatory requirements as applicable.
- Clearance of CBI and Central Registry background check, TRAILS background check through the Colorado Department of Human Services, and post-employment physical.
- Effective verbal and written communication skills.
- Pediatric First Aid/CPR (may be obtained after employment).
- Universal Precautions and Medication Administration (may be obtained after employment).
- High energy.
- Strong oral and written communications skills; technology skills.
- Ability to work well with others (staff, children, teen parents, and grandparents) and to foster a team environment.
- A strong understanding of child development.



- Excellent organizational and interpersonal skills.

Physical Requirements

- Safely lift a child or children with total weight of 50 pounds
- Conduct activities involving substantial standing, walking and moderate sitting, stooping, kneeling, bending, crouching, crawling, twisting, and reaching on a frequent basis.
- Work with hands above shoulder height with a weight up to 20 pounds.
- Work with arms extended at shoulder height with a weight up to 20 pounds.
- Must be able to stoop, bend and kneel on the floor without assistance
- Must be able to walk within a 4 square block of the center and lead / attend field trips within the community riding on public transportation or rental vehicle
- Push, pull, playground equipment, art supplies, manipulate office equipment, etc.
- Participate in routine conversation in person or via telephone and distinguish telephone, radio/pager signals, alarms and other auditory tones

Application Process

To apply for an assistant teacher position, submit a cover letter and resume (with references) to Ceci Reyes, Early Learning Center Director, at creyes@newlegacycharter.org. Salary range is \$12.50 - \$17.00 per hour with benefits, commensurate with experience. In the cover letter (no more than 2 pages), applicants should address the following questions:

1. Why are you interested in working at New Legacy Charter School?
2. What role should public schools play in addressing issues of equity in our society?
3. How can schools best balance supporting both the child and the teen parent in an environment like New Legacy Charter School?