



**AVANCE**<sup>®</sup>  
*Unlocking America's Potential*



### **Bilingual (Spanish) Part Time Early Childhood Educator Aide**

AVANCE-Austin is seeking a passionate, self-motivated early childhood educator professional who is experienced in working with Spanish speaking families with young children (ages 0-3 years of age.) This position is responsible for assisting the Lead Early Childhood Instructor in providing a safe, educationally stimulating and nurturing environment for children at the AVANCE service sites and teaching developmentally appropriate concepts and skills to young children.

#### **Job Responsibilities:**

1. Assists Early Childhood Instructors in providing developmentally appropriate learning experiences for young children, with a focus on pre-literacy and math skills leading to enhanced cognitive development
2. Studies and prepares activities according to lesson plans and assists in the preparation of materials
3. Follows daily schedule of children' activities and lesson plans that meet children's needs and interests
4. Assists Early Childhood Instructors in maintaining theme areas in the classroom
5. Assists Early Childhood Instructors in maintaining accurate, complete and correct records of children such as class attendance, health records and injury reports
6. Assures that parents sign-in all children on attendance sheet
7. Maintains a healthy, safe, stimulating and attractive learning environment for the young children
8. Assists and regulates children in developing eating, resting and toileting skills.
9. Change diapers when needed and ensure each child's personal hygiene by changing clothing when necessary, and teaching them hand washing skills.
10. Labels all children belongings and makes sure parent pick up all belongings at the end of the session
11. Assists in maintaining discipline and participates in child assessment process.(administering of Brigance)
12. Attends staff meetings, workshops and trainings as scheduled by supervisor
13. Maintains proper hygiene in the children and all equipment and space used for care of children
14. Assist with recruitment activities by tabling at community events, canvassing neighborhoods and distributing flyers at targeted locations.
15. Assist with organizing and planning for special events, ex. Holiday Party, Dia de los Niños, graduation etc.
16. Establishes and maintains an environment conducive to positive morale and directed towards achievement of the project mission
17. Ensures high standards of ethics by maintaining high standards for participant confidentiality
18. Facilitates effective resolution of conflicts
19. Maintains a positive attitude
20. Works well with a team and independently
21. Performs other tasks as required

#### **Qualifications:**

Required: High School Diploma/GED and at least one year of experience working with similar demographics.  
Bilingual English/Spanish.

**Pay: Salary commensurate with education and experience.**

**To Apply: Email resume with cover letter to Anurita Mitra, Director of Programs: [amitra.aus@avance.org](mailto:amitra.aus@avance.org).**

**AVANCE-Austin is an equal opportunity employer.**

