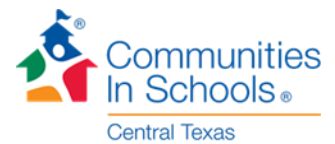


## Communities In Schools of Central Texas

### Position Description

Quarter-time AmeriCorps Early Childhood Teaching Assistant  
Service Year 2022-2023



Communities In Schools of Central Texas (CISCT) surrounds students with a community of support, empowering them to stay in school and achieve in life. A national, 40+ year dropout prevention program, Communities In Schools uses an integrated student support model to provide services to students and support success. This 3-tiered approach aims to meet students where they are and provide multiple levels of engagement through school wide services (Tier 1), group targeted programs (Tier 2), and individualized support (Tier 3).

The CISCT AmeriCorps program places AmeriCorps Mentors on elementary and middle school campuses across Central Texas as well as at the [ASPIRE Family Literacy program](#) located on the campus of Travis Early College High School in South Austin. The ASPIRE program is a two-generation model providing comprehensive literacy services for the entire family.

CISCT AmeriCorps is seeking Early Childhood Teaching Assistants (ECTAs) to serve in the ASPIRE toddler and preschool classrooms to provide support to our Early Childhood Instructors and to promote growth and development of children ages 0-3 in a safe and nurturing environment. AmeriCorps ECTAs will gain hands-on, practical experience working in an early childhood classroom environment while engaging with children, families, and CISCT ASPIRE staff.

Communities In Schools of Central Texas is an equal opportunity national service program. All applicants are considered without discrimination based on race, color, age, religion, national origin, veteran status, sexual orientation, disability, or sex.

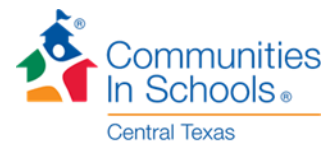
### Early Childhood Teaching Assistant Essential Functions

1. Support the Early Childhood Instructor in daily tasks and routines in the early childhood education classes for infants, toddlers, or preschoolers, as assigned.
2. Follow classroom schedules and routines that are consistent to ensure children have enough physical activity, child-directed play, learning centers, outdoor time, and rest to support their growth and learning.
3. Support a variety of creative, intercultural, inclusive, differentiated, research-based instructional strategies that ensure students are actively engaged in meaningful learning experiences.
4. Ensure the safety of children through constant supervision.
5. Follow all CISCT AmeriCorps policies and procedures including documenting service hours, attending orientation and ongoing training throughout the service year, and complete Life After AmeriCorps training and activities. Attend ECTA-specific training through ASPIRE.
6. Participate in ASPIRE two-generation team approach to service delivery with a focus on parental involvement, parent/teacher rapport and high levels of communication with families.
7. Serve a total of 450 AmeriCorps service hours over the 9-month service term. Members must meet monthly benchmarks and serve an average of 14 hours per week.
8. Serve as a productive member of the CIS AmeriCorps team at the ASPIRE program site. Meet with the ASPIRE Family Education Coordinator at least once per week for supervision and project

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support. Demonstrate a positive demeanor and commitment to service.

9. Observe children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs and report these signs immediately to the Family Education Coordinator.
10. Maintain a high level of confidentiality on private and personal matters that are unique to children and their families.

*The responsibilities above are essential position functions and are subject to reasonable accommodations.*

### Non-Essential Functions

Individuals may be required to perform other position-related instructions within the scope of their normal service activities as requested by their site supervisor and/or AmeriCorps program staff in alignment with the grant and not unallowable or prohibited activities and subject to reasonable accommodation.

### Service Position Requirements

#### **CIS AmeriCorps Program Requirements:**

1. Have a passion for working with young children and families and a desire to gain experience working with a two-generation model. No prior experience is required!
2. Be able to build healthy and appropriate relationships with diverse individuals, including students, families, campus staff and CIS staff, including setting boundaries and maintaining confidentiality.
3. Take initiative and be proactive in daily service activities. Maintain a level of professionalism consistent with campus and CIS program expectations.
4. Be comfortable using technology systems to complete work, including student documentation and program requirements.
5. Demonstrate effective communication skills, flexibility, and willingness to be a supportive team member in a diverse service environment.
6. Have a personal commitment to educational equity and removing systemic barriers that hinder student success. Take an asset-based approach to student services and family engagement.

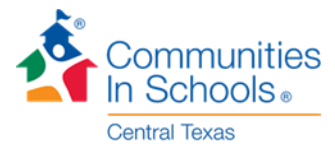
#### **National Service Eligibility:**

1. Be 18 years or older at the start of the term of service.
2. Be a U.S. citizen, U.S. national, or lawful permanent resident of the United States.
3. Have a high school diploma, GED, or equivalent.
4. Consent to a four-part background check including National Sex Offender search, State of Residence and State of Service checks, and fingerprint checks.
5. Commit to service as an AmeriCorps member for the duration of the service term and to successfully completing all service requirements.

## Communities In Schools of Central Texas

### Position Description

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Service Year 2022-2023



#### **AmeriCorps Disaster Requirements:**

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.

#### **Service Conditions**

AmeriCorps Early Childhood Teaching Assistants serve at the CISCT ASPIRE Family Literacy Program site located at 1211 E Oltorf Street, Austin, TX 78704. Service conditions are similar to what childcare and preschool staff experience including sitting, standing, walking, and lifting up to 25 pounds.

Equipment used may include computers, laminators, copiers, die-cuts, and other teaching related equipment typically found in school settings. Mentors will be issued a CISCT Windows-based laptop at the start of their term of service and will be provided with the technology systems and access to training needed to be successful in their service term.

#### **Professional Relationships**

Members are expected to serve productively and effectively with other CISCT AmeriCorps members, CISCT staff, client families and school staff. By serving in a school-based environment, all CISCT AmeriCorps members have recurring access to vulnerable populations. School environments are both structured and flexible, and members must be able to adapt to school schedules as needed.

[Ready to Apply? Click here!](#)