



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

Position: Family Court Teacher Asst.

Hours: M-F 9-4

Responsibilities:

- Assist Coordinator in all phases of running the classroom
- Responsible and dependable pattern of attendance
- Present appropriate professional appearance
- Participate in reflective supervision
- Participate in staff meetings and case presentations
- Perform record-keeping
- Attend a minimum of 15 hours of additional training each year or working towards next level of certification
- Attend to hygiene needs of children including toileting/diaper changing

English Spanish required  
High School diploma

Hiring Supervisor: Donna Morrison  
dmorrison@theguidancecenter.org