



Early Childhood Teacher Assistant

Type: Full-Time Temporary

Supervisor: Head of Early Childhood

Start Date: August 2019

Job Description

Catherine Cook School is seeking candidates for two Teacher Assistant positions in Preschool classrooms. Early Childhood classroom teams work together to build warm, respectful, and supportive relationships with children and to cultivate a safe and stimulating learning environment. Teacher assistants can help create the foundation for a smoothly functioning classroom team by communicating openly and honestly with the teacher about his or her expectations about roles, duties, and classroom routines. Assistants and teachers discuss how to handle daily routines and also emergencies, behavior problems, and conflicts between children before the school year begins. Catherine Cook School is a genuine learning community. We value reflection, cultural responsiveness, and continuous growth.

The following list outlines some expectations for Teacher Assistants. Since teachers all have different approaches, needs, and strengths, on-going communication is essential to a well-functioning classroom. In general, the teacher assistant responsibilities are to:

- Help prepare classrooms before and after school
- Welcome children into the classroom and help with dismissal
- Be alert to children's needs and respond appropriately
- Share observations and insights about children and activities with teaching team
- Contribute ideas and talents to classroom and school community
- Be culturally responsive and willing to promote equity in the community
- Lead activities/lessons with groups of children from time to time
- Arrive on time and be prepared
- Participate in professional development
- Maintain confidentiality of students, parents, and school matters
- Adhere to school policies in the Catherine Cook Faculty Handbook and contract

Qualifications

- B.A. in Early Childhood required;

Compensation and benefits are competitive and commensurate with education and experience. Visit www.catherinecookschoo.org to learn more about our school and culture to see if you'd be a good fit. Catherine Cook School is an equal opportunity employer.

Qualified candidates can send their resumes and cover letters to:

Mallory Iams, Benefits Administrator at miams@ccookschool.org