



## Early Childhood Teacher Assistant

Type: Full-Time

Supervisor: Head of Early Childhood

Start Date: September 2020

### **Mission Statement**

*Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.*

### **Diversity Statement**

*Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.*

### **Job Description**

Catherine Cook School is seeking a Early Childhood Teacher Assistants to work in our Early Childhood program. Our classrooms consist of one Lead Teacher and one Teaching Assistant who work together to build warm, respectful, and supportive relationships with children and to cultivate a safe and stimulating learning environment. Applicants from diverse backgrounds are particularly encouraged to apply. Likewise, applicants who have supported diverse learners in inclusion or special education settings are highly encouraged to apply as well. All applicants must also be open to being part of a learning community and remain engaged in discussions around diversity, equity, and inclusion.

Teaching Assistants are an integral part of the instructional staff and are expected to collaborate with the Lead Teacher. 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
- Lead activities/lessons with groups of children
- Assist in building active, collaborative classroom programs that encourage problem-solving, critical thinking skills, and develop a sense of classroom community and trust.

### **Qualifications**

- Bachelor's Degree
- Experience working with students at the Early Childhood level
- Ability to improvise lessons when needed
- Comfortable with use of technology as an academic tool.
- Willingness to learn and grow professionally

**Benefits**

Catherine Cook School offers its employees a competitive benefits package including paid time off, medical, vision, dental, life insurance, and retirement plan.

*Catherine Cook School is an equal opportunity employer. Please visit [catherinecookschoool.org](http://catherinecookschoool.org) to learn more about our school and culture to see if you'd be a good fit.*

**Qualified applicants can submit a cover letter and resume to:** Katie Burrows, Administrative Assistant to the Head of School at [kburrows@ccookschoool.org](mailto:kburrows@ccookschoool.org).