



## Early Childhood Teaching Assistant

**Type:** Full-time:

**Supervisor:** Head of Early Childhood

**Starting Date:** August 2022

### **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 teaching assistants in our Junior Kindergarten 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. Major responsibilities include:

The Early Childhood assistants and lead teachers are an integral part of the instructional staff and are expected to collaborate with the grade level team. The following list outlines some expectations for teachers in early childhood. Since teachers all have different approaches, needs, and strengths, on-going communication is essential to a well-functioning classroom. In general, the Teacher responsibilities are to:

- Share responsibility in the preparation of daily plans and the preparation of teaching materials.
- Acquire knowledge of the current curriculum and implement the curriculum practices in the classroom.
- Conduct daily small-group activities as well as sharing responsibility for large-group activities and using appropriate adult/child interactions strategies with all children.
- Collects required anecdotes and information for required student portfolios.
- Participate in parent-teacher conferences and in professional development
- Help prepare classrooms before and after school
- 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 and assist with activities/lessons with groups of children
- Arrive on time and be prepared
- Maintain confidentiality of students, parents, and school matters
- Adhere to school policies in the Catherine Cook Faculty Handbook and contract

## **Preferred Skills and Experience**

- Flexible and willing to adapt to change at short notice.
- Use initiative to solve problems when they arise and are willing to make decisions based on the best interest of students.
- Expertise in building active, collaborative classroom programs that encourage problem-solving, critical thinking skills, and develop a sense of classroom community and trust.
- A solid understanding of elementary school organization, programs, and students.
- Comfortable with use of technology as an academic tool.
- Ability to improvise lessons in emergency situations where the teacher is unable to provide lesson plans.
- Positive and helpful attitude

## **Qualifications**

- Bachelor's Degree preferred
- Experience working with students at the Early Childhood level
- Willingness to learn and grow professionally

The Catherine Cook School's educational program focuses on the whole child. Establishing and maintaining positive relationships with children is the foundation of our pedagogical approach. Curriculum must be developmentally appropriate and support the growth of knowledge, skills, and personal assets of children.

Visit [www.catherinecookschool.org](http://www.catherinecookschool.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. All applicants will receive communication regarding their application.

**Qualified applicants can submit a cover letter and resume to:** Abby Acuna, Early Childhood Coordinator and Senior Kindergarten Team Leader, Lisa Zimmer. [aacuna@ccookschool.org](mailto:aacuna@ccookschool.org)