



Lower School Teacher Assistant

Type: Full-Time (10-month employee)

Supervisor: Head of Lower School

Location: Chicago, IL

Start 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, Equity, and Inclusion Statement

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

Job Description

Teachers and Assistants at Catherine Cook School work together to build warm, respectful, and supportive relationships with students 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 lead teacher about their expectations about roles, duties, and classroom routines. It is important to agree on how to handle emergencies, behavior problems, and conflicts between students before the school year begins. Catherine Cook School is a genuine learning community. We value reflection and continuous growth.

The following list outlines some expectations for Teacher Assistants. Since teachers all have different approaches, needs, and strengths, ongoing communication is essential to a well-functioning classroom. In general, the Teacher Assistant's responsibilities include but are not limited to:

- Participating in all classroom activities as determined by the lead teacher.
- Leading activities/lessons with groups of students as determined by the lead teacher.
- Being alert to students' needs and responding appropriately.
- Discussing observations and insights about students and curriculum with the classroom team.
- Utilizing technology to expand learning opportunities, collaborate, and communicate with all members of the Catherine Cook community.
- Contributing to a collaborative learning environment and communicating effectively.
- Integrating diversity, equity, and inclusion practices that are developmentally appropriate, to encourage kindness, bravery, and empathy within our classrooms, school, city, and within a global community.
- Participating actively in discussions about cultural, racial, and other differences with students, colleagues, and families.
- Assisting with morning arrival, dismissal, lunchroom, and recess supervisory duties as assigned.
- Adhering to school policies – (e.g. reads and follows the Catherine Cook Faculty Handbook and contract).

- Contributing ideas and talents to the classroom and school community.
- Participating in weekly Wednesday staff meetings.
- Participating in professional development and reflective practices with supervisor.

Our staff and faculty place a high value on diversity and equity work including – but not limited to - cultural, racial, and gender differences with students and colleagues. The ideal candidate is eager to join this type of professional community. We specifically seek candidates from underrepresented backgrounds.

Qualifications

- B.A. required
- Prefer candidates preparing for a career in teaching, pursuing M.A. in Education, or looking for a year of classroom experience before taking on their own classrooms.

Compensation and benefits are competitive and commensurate with education and experience. Visit www.catherinecookschool.org to learn more about our school and culture. Catherine Cook School is an equal opportunity employer.

--

Qualified candidates can send their cover letter, resume, and three references to:

Kathy Gilmore, Coordinator of Lower School Program and Teacher Assistants, kgilmore@ccookschool.org