



Lower School Teacher Assistant

Type: Full-Time (10-month employee)

Supervisor: Head of Lower School

Location: Chicago, IL

Start Date: ASAP

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

Teachers and Assistants at Catherine Cook School 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. It is important to agree upon how to handle emergencies, behavior problems, and conflicts between children 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, on-going communication is essential to a well-functioning classroom. In general, the Teacher Assistant responsibilities include but are not limited to:

- Participate in all classroom activities as determined by the lead teacher
- Lead activities/lessons with groups of children as determined by the lead teacher
- Be alert to children's needs and respond appropriately
- Discuss observations and insights about children and curriculum with classroom team
- Utilize technology to expand learning opportunities, collaborate, and communicate with all members of the Catherine Cook community
- Contribute to a collaborative learning environment and communicate effectively
- Adapt to virtual learning environments as determined necessary by the school
- Integrate 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.
- Participate actively in discussions about cultural, racial, and other differences with students, colleagues, and families.
- Assist with morning arrival, dismissal, lunchroom, and recess supervisory duties as assigned

- Adhere to school policies – (e.g. reads and follows the Catherine Cook Faculty Handbook and contract)
- Contribute ideas and talents to the classroom and school community
- Participate in weekly Wednesday staff meetings
- Participate in professional development and reflective practices with supervisor

Our staff and faculty place a high value around 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 to see if you'd be a good fit. Catherine Cook School is an equal opportunity employer.

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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