

Position title: Assistant Teacher of Congdon Creek Preschool.

Reports to: Director and Owner of Congdon Creek Preschool

Primary Purpose: To assist with and implement an appropriate instructional program in a safe learning environment that guides and encourages students. Give the children an opportunity to expand their intellectual, emotional, physical and psychological growth. To establish effective relationships with students, their parents and other staff members to maintain a healthy environment for all.

Principal Activities:

- Supervise and ensure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Assists the lead teacher with lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Uses a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, etc. to keep children engaged.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom by modeling self regulation and helping students regulate their emotions while they learn how to do this on their own.
- Assists lead teachers with evaluating student's academic and social growth and keeps appropriate records and prepares conference sheets as needed.
- Communicates with parents at drop off and pick up. Rely on the Director and other teachers for support in handling difficult matters.
- Identifies students needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Helps create an effective environment for learning through functional and attractive displays, bulletin boards, developmentally appropriate centers in the classroom, and displaying children's work.
- Maintains professional competence through in-service education activities and professional growth workshops. Attend, be involved, and have suggestions at regular staff planning meetings.
- Participates cooperatively with appropriate team members to develop the method by which the teacher will be evaluated in conformance with guidelines.
- Supervises student's out of classroom activities during the school day.
- Keeps classrooms, storage room, lavatories and snack areas clean and orderly. Be assertive in changing up classroom activities and keeping children engaged.

Preferred Qualifications:

- Experience is preferred but not necessary for hiring
- Certified CPR and First Aid
- * Develop/Achieve portfolio

Key Competencies:

- Self motivation
- High energy level
- Verbal and written communication skills
- Attention to detail
- Problem solving
- Decision making
- Organizing and planning
- Critical thinking
- Stress tolerance
- Flexibility
- Adaptability
- Initiative

Salary:

Starting at \$16.00 - \$18.00 (depending on experience)

-Coming in with no experience

-Coming in with some Experience: worked with children at a center or home care. Have taken courses in Child Development.

-Advancements are earned when Key Competencies are being shown, initiative in helping out the center is shown and meeting with the Director of Finances.

Benefits:

Paid days off for staff working 4-8 hours per shift.

# of day/hours worked per week	Paid personal days	Holidays/Snow days pay on scheduled day	Planning time
2 Full Days	4	yes	1.5 hrs
3 Full Days	6	yes	2 hrs
5 Full Days	10	yes	3 hrs