

Position-Assistant Teacher

Job Summary

To assist the head teacher in planning, instructing and supervising children aged 1 to 4.5 in experiences designed to promote social, emotional, motor skill, problem solving, intellectual, and language development. To continue to learn and collaborate with the entire faculty to implement the Reggio-Emilia approach to early childhood education.

Responsibilities & Duties

- Provide and maintain a safe, secure and healthful environment for children by demonstrating a caring, loving and patient attitude toward children.
- Assist teacher with implementation of an emergent curriculum and daily activities with sufficient ability to be flexible/individualize when required.
- Demonstrate teaching practices that are in keeping with the Reggio Emilia approach: allowing for and encouraging student independence, spontaneity, and curiosity and asking more questions than answering.
- Help prepare and organize the classroom and common areas (both inside and outside) before and after student use.
- Work with individual students and small groups to reinforce and follow up learning activities.
- Assist teacher with demonstrating routine activities such as habits of caring for personal and school materials, going to the bathroom, eating snack and lunch, and transitioning from one activity to another.
- Be proficient in language skills (English and/or Arabic) in order to demonstrate how to serve as model for language development.
- Assist teacher with gathering and displaying evidence documenting children's progress (e.g. anecdotal notes, portfolios, pictures).
- Assist with maintenance of confidential files and keep student and parent information confidential.
- Attend regular staff meetings and professional development sessions within and, occasionally, outside of school hours.
- Contribute to a positive and professional school environment.

Role in Team

- Supervised and evaluated directly by classroom teacher.
- Supervision and evaluation overseen by curriculum coordinator.
- Supervise and evaluate classroom nannies.

Schedule and Hours

See attached school calendar for days to report.

Full Day:

Time in: 7:45am

Time out: 2pm