



THE NEW SCHOOL

Curiosity · Character · Community

ECE Assistant Teacher

Job Summary: The Assistant Teacher assists in preparing the classroom materials and plans providing quality learning experiences for young children assisting in the implementation of methods that promote independence, curiosity, decision making, cooperation, persistence, creativity, and problem-solving in young children.

Duties/Responsibilities:

- Work collaboratively with the teacher, family members, and other staff to achieve positive outcomes for children of all abilities.
- Ensure a safe and secure environment in which children can be curious, active, and encouraged toward self-discipline, and self-motivation.
- Assist the teacher to implement assessments for each child.
- Plan and assist the teacher in preparing materials and supplies in advance for activities.
- Guide the child's behavior in positive ways that support total growth and development, and promote self-esteem.
- Ensure that confidentiality is respected and maintained at all times.
- Participates in faculty meetings, educational conferences, in-service opportunities, workshops, and other training seminars.
- Assist the teacher to prepare classroom for class activities at the beginning of the school year; inventory, pack, and organize classroom for summer use.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Desire to teach and ability to adapt to varied developmental status.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a proven ability to maintain professionalism and tact in high-stress situations.
- Excellent organizational skills and attention to detail.
- Use relevant technology to support and differentiate instruction.

Education and Experience:

- Be at least 18 years of age.
- High school degree or equivalent education.
- One year of experience working with children and/or a certificate in early childhood education or currently working towards completion of one.
- CPR certification preferred.

Physical Requirements with or without accommodations:

- Must be able to lift or move up to 40 pounds at times.
- Must be able to traverse classroom and adjust one's tone and height, by bending, leaning, stooping, kneeling, crouching, or crawling in order to teach each child.
- Specific vision abilities required include close, distance, peripheral, and depth perception.

How to apply:

Interested applicants should submit an application and a letter of interest, current resume, list of references online at www.thenewschool.org/about/career-opportunities .

The New School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The New School does not discriminate on the basis of race, religion, gender, gender identity or expression, sexual orientation, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.