



Position Title: Assistant Teacher (for children ages 2-6)

Nature of Work: Under the supervision of the Farm School teacher, the Assistant Teacher will perform a wide range of tasks in order to support the efforts of the teacher, meet the needs of all students, and ensure the provision of quality instruction for all students. The Assistant Teacher provides one-on-one assistance with academics and behavioral support, supports whole group activities, may lead small group activities, helps clean up after activities and contributes to the overall effective operation of the school.

Duties and responsibilities:

- Greet students and their families warmly and enthusiastically each day
- Promote feelings of trust and security
- Promote positive relationships with children and amongst children
- Maintain positive relationships with families
- Supervise children, guide them to work and play harmoniously and help them resolve conflicts appropriately
- Participate and support children as they experience the joy of childhood
- Maintain safe, clean environment and perform simple daily cleaning duties in the classroom
- Teach and model good hygiene skills, table manners, and polite behavior
- Encourage children's independence in self-help skills and other tasks
- Help with diapering and support children during toilet training, as requested
- Use appropriate adult/child interactions strategies with all children
- Maintain confidentiality regarding all personal information regarding children, families and staff
- Act as substitute teacher in the event that the teacher must miss work
- Perform other duties as assigned

Knowledge, skills and abilities:

- Strong interpersonal skills including ability to work and communicate effectively and collaboratively
- Ability to work cooperatively with other staff members and Farm staff to promote a positive environment
- Strong verbal communication skills
- Must have a desire to nurture and work with young children
- Friendly, inviting, self-motivated, even-tempered and adaptable
- Interactions expressive of genuine warmth and concern for children as well as an understanding of their developmental needs
- Respect for children's ideas, feelings, abilities and differences
- Insights into and tolerance for the range of age appropriate behavior
- Ability to move and react quickly and to handle emergencies effectively

Training and experience requirements:

- Experience working with young children required
- High School diploma or equivalent required
- Preference given for formal education in Early Childhood or Elementary education
- Ability to receive and maintain current CPR and 1st Aid certifications
- Ability to pass Criminal Record Background Clearance with no exemptions
- Maintain good physical health with the ability to perform job duties, lift 50 pounds, move quickly, bend, squat, kneel, sit on floor, reach overhead

Schedule:

- Work schedule corresponds with the Farm School calendar (September-early June). Working hours Monday/Wednesday/Friday from 8:45am-12:15pm and Tuesday/Thursday from 9am-noon (16.5-17 hours/week)