The Birchwood Montessori Academy

https://thebirchwoodacademy.com/?jobs=preschool-assistant-director-2-2

Preschool Class Aide/Assistant

Description
The preschool class aide/assistant is responsible for supporting the lead teacher in creating a safe and nurturing environment for young children to learn and grow. They will assist with classroom management and organization, and provide support in implementing the curriculum.

Responsibilities

- Assist the lead teacher in planning and implementing developmentally appropriate activities and lessons that are aligned with the preschool's curriculum and state standards.
- Help create a safe and engaging classroom environment that supports young children’s social and emotional development.
- Work with children in small groups or one-on-one to reinforce learning concepts and provide additional support.
- Help maintain accurate records of children’s progress, attendance, and developmental milestones.
- Help supervise children during meals, nap time, and outdoor play.
- Collaborate with the lead teacher and other colleagues to plan and implement school-wide events and activities.
- Attend professional development opportunities and stay current with best practices in early childhood education.

Requirements:

- High school diploma or equivalent, with some coursework in early childhood education or related field preferred.
- Relevant experience working with young children, preferably in a preschool setting.
- A passion for working with young children and a commitment to their holistic development.
- Knowledge of child development theories and best practices in early childhood education.
- Strong communication and interpersonal skills, with the ability to work collaboratively with colleagues and families.
- Organizational and time management skills to assist with a variety of activities and lessons.

Hiring organization
The Birchwood Academy

Employment Type
Full-time

Working Conditions
The preschool class aide/assistant will work in a classroom setting, with some time spent outdoors for play and other activities. They will work a typical 8-hour workday, with occasional evening or weekend events.

Physical Demands:
The preschool class aide/assistant will spend most of their workday on their feet, interacting with children and supporting classroom activities. They may need to lift and carry children or equipment and must be able to bend, kneel, and sit on the floor.

Summary
This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Date posted
October 8, 2023