1st-4th Grade Teacher Assistants

Type: Full-Time
Supervisor: Head of Lower School
Start Date: August 2018

Job Description
Teachers and Assistants at Catherine Cook School work together to build warm, respectful, and supportive relationships with children and to cultivate a safe and stimulating learning environment. Teacher Assistants can help create the foundation for a smoothly functioning classroom team by communicating openly and honestly with the teacher about his or her expectations about roles, duties, and classroom routines. It is important to agree upon how to handle emergencies, behavior problems, and conflicts between children before the school year begins. Catherine Cook School is a genuine learning community. We value reflection and continuous growth.

The following list outlines some expectations for Teacher Assistants. Since teachers all have different approaches, needs, and strengths, on-going communication is essential to a well-functioning classroom. In general, the Teacher Assistant responsibilities are to:

- Help prepare classrooms before and after school when necessary
- Welcome children into the classroom/at outdoor drop-off and help with dismissal
- Be alert to children’s needs and respond appropriately
- Discuss observations and insights about children and curriculum with classroom team
- Adhere to school policies – (e.g. reads and follows the Catherine Cook Faculty Handbook and contract)
- Contribute ideas and talents to classroom and school community
- Lead activities/lessons with groups of children from time to time
- Arrive on time for school and meetings
- Participate in professional development

Our staff and faculty place a high value around diversity and equity work including – but not limited to - cultural, racial, and gender differences with students and colleagues. The ideal candidate is eager to join this type of professional community. We specifically seek candidates from underrepresented backgrounds.

Qualifications
- B.A. required; prefer candidates pursuing M.A. in Education, preparing for a career in teaching or newly credentialed teachers looking for a year of classroom experience before taking on their own classrooms.

Compensation and benefits are competitive and commensurate with education and experience. Visit catherinecookschool.org to learn more about our school and culture to see if you’d be a good fit. Catherine Cook School is an equal opportunity employer.

Qualified candidates can send their resumes and cover letters to:
Suni Kitson, Interim Head of Lower School skitson@ccookschool.org
Kathy Gilmore, Lower School Coordinator kgilmore@ccookschool.org