



Early Childhood Assistant Teacher

General Position Description

The Early Childhood Assistant Teacher is responsible for assisting the lead teacher in implementing the daily classroom program. The Early Childhood Assistant Teacher loves children and is kind, flexible, committed to a continuous process for professional growth, and willing to participate in all areas of school life.

This Position Reports to: Dean of Students and Faculty and Head of School

Teaching Responsibilities

- Instruct children in small and large groups, and work one-on-one with students.
- Assist the lead teachers in planning and implementing a creative, engaging stimulating, and inquiry-based classroom program which includes interdisciplinary, project-based work, and focuses on literacy and mathematics readiness skills.
- Promote high expectations, demonstrate a caring attitude, and help to establish an environment that supports the social, emotional, and academic development in students.
- Attend parent conferences and be available for individual meetings when asked by the Lead Teacher.
- Use positive and productive Responsive Classroom management techniques for improving student behavior.
- Integrate the Quaker testimonies of peace, simplicity, integrity, community and stewardship into the curriculum and during interactions with FFS community members.
- Assist with maintaining classroom materials and general housekeeping tasks.
- Substitute in other classrooms in the event of an emergency.
- Other related duties as assigned.

Professional Responsibilities

- Advocate for the school, its staff, students and programs.
- Attend and actively participate as a team member in all faculty meetings and professional development events.
- Attend at least one professional development off-campus activity every other year.
- Share recess and other duties equitably.
- Serve on at least one school committee.
- Participate in at least two admissions open houses and represent the school at community events whenever possible.
- Attend all early childhood admissions play dates.



FRANKFORD
FRIENDS
SCHOOL

Early Childhood Assistant Teacher

- Attend parent/caregiver conferences where needed and/or assist with Enrichment Camp during conference times.

Additional Knowledge, Skills and Experience Desired

- The ability to establish cooperative working relationships with faculty, staff, students, and parents
- A comfort and excitement about working with children from diverse backgrounds.
- Excellent interpersonal, verbal, and written communication skills
- A high level of interest in collaborating with team members
- A positive attitude and a growth mindset
- Strong organizational skills

Educational Requirements

- BA or BS in Elementary Education or a related field.

Physical Requirements and Work Environment

- Be able to work both standing up and sitting down for the length of the school day.
- Be able to walk up and down at least two flights of stairs, supervise children on the playground, and walk between school buildings.
- Be able to work in a wide variety of school environments, including the buildings, gardens, playgrounds, and other areas of the campus, in all seasons.
- Be able to pick up children and objects up to 35 lbs.
- Be able to pass all criminal record checks, background checks, and child abuse clearances.

Employment Type

Full time, exempt employee, with benefits.

Wage Range

Salary will be market competitive with other small, Quaker schools.