

ASSISTANT TEACHER
Fairmount Cooperative Preschool

Fairmount Cooperative Preschool, established in Cleveland Heights in 1972, seeks a dynamic, professional, part-time assistant teacher. The position will involve four mornings per week, Tuesday thru Friday, from 8:45--11:45 am. Extended hours until 1:55 pm may be available on various Tuesdays, Wednesdays, Thursdays and/or Fridays.

A cooperative is a unique schooling environment, and the right candidate will be attuned to its characteristics and requirements. Specifically, a cooperative is run by a volunteer, parent-led board, which oversees teachers, manages the budget and enrollment, and acts as the liaison to the school's lessor, the Fairmount Presbyterian Church. Parents also are responsible for acting as a "parent helper" in their child's classroom approximately one morning per month.

Responsibilities will include, but are not be limited to, the following:

1. Assisting in the implementation of the curricular program designed by the lead teacher; understanding and facilitating the general structure of the school day.
2. Understanding and implementing the philosophy and strategies of a play-based learning environment.
3. Following the instructions of the lead teacher in the joint facilitation of an organized classroom experience; helping the lead teacher guide the parent helper through each day's tasks.
4. Interacting with children during all facets of their preschool experience, including planned and unplanned activities, circle time, and snack time.
5. Being aware of, and sensitive to, the needs of individual children with concerns for each child's interests, idiosyncrasies, special talents, individual style and pace of learning (ie: helping children to use words to help solve conflicts; using discipline techniques which provide for positive guidance and redirection).
6. Helping each child to become aware of their role as an integral member of a group in preparation for the structure and pace of school.
7. Being a listener, nurturer, and mentor to the children; demonstrating positive problem solving.
8. Setting and maintaining clear and reasonable limits in the preschool setting; assisting students in learning mutual respect and personal boundaries.
9. Respecting and including the various cultural and socioeconomic backgrounds of the children.
10. Maintaining health and safety standards, and participating in daily and weekly cleanings/room prep.
11. Following school policies and licensing regulations for classroom management.
12. Being a team player, conscious of being on time (at least fifteen minutes before the class start time), and cognizant of tasks needed to maintain a peaceful, healthy classroom environment.

General Staff Requirements:

1. Assuming an equal share of the joint housekeeping responsibilities of the staff (see Personnel Handbook)
2. Helping to implement methods for effectively utilizing the services of Parent Helpers.
3. Assisting the lead teacher in establishing a positive relationship with parents, especially in the guiding each day of parent helpers.
5. Assisting in events sponsored by the school; attending six board meetings per year.
6. Maintaining a professional attitude and being supportive of the school.
7. Participating in training required by school and/or state (ie: First Aid, CPR) as licensing requires.

Qualifications:

A minimum High School diploma is required. Some experience with, or knowledge of, appropriate practices in Early Childhood Development is required. Further experience and formal education is preferred. Experience working with young children, preferably in a classroom setting is a plus. This position is ideal for a parent with school age children as it has confined time requirements that do not conflict with parenting duties, or students working toward seeking a degree in early childhood education.

Salary: Commensurate with experience.

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