



**THE NEW SCHOOL**

Curiosity · Character · Community

## Early Childhood Education Assistant Teacher

The New School seeks full time Early Childhood Education Assistant Teacher. The ideal candidates will have one-year childcare experience

The New School is Northwest Arkansas' premier independent school providing a student-centered, innovative education for more than 400 students in preschool through grade 12. With a low student-to-faculty ratio, our students are known and cared for by an excellent faculty in an encouraging atmosphere. The New School fosters a learning environment centered on innovation, creativity and personal attention. Settled on a beautiful 26-acre wooded campus that is Natural Wildlife Habitat certified, our facilities include a 350-seat auditorium and dance and art studios.

### Responsibilities:

#### Interactions with Children

- Works to build positive relationships with the children
- Uses positive language to guide children in play and in routines
- Shows respect toward children and encourages respectful interactions

#### Classroom Duties

- Supervises and interacts with children; plays with children in the learning centers in the classroom and on the playground
- Assists in keeping classroom neat and attractive; follows lead teacher's instructions for cleaning classroom at the end of the day; manages school supplies and materials with care.
- Performs health and first aid duties including administering first aid, writing incident reports, and looking for safety hazards
- Attends to the physical needs of the children, including but not limited to diapering, changing clothes when children have accidents, comforting as needed

#### Parent Relations

- Greet parents and assists in locating children during pick-up
- Refers all parental concerns to lead teacher or preschool administrators

#### School Responsibilities

- Attends required meetings or training with preschool administrators
- Attends professional workshops/classes outside of the school and in-service training. (15 hours a year required)
- Serves as a role model for students; encourages and support students
- Maintains confidentiality concerning children, parents and school personnel

#### Job Qualifications:

- Enjoys working with young children, works cooperatively with others and communicates effectively. Must be able to understand and follow directions and lift 40 pounds.

#### Education and Experience:

Eighteen years old, high school diploma required. Childcare experience required.

Apply online at [www.thenewschool.org](http://www.thenewschool.org)