

Job Description and Duties:
Assistant Teacher

Employ a warm, nurturing, accepting, collaborative, creative, dedicated, and hardworking personality. Highly responsible, dependable, self-motivated, and professional. Salary based on an average of a 40 hour work week. Must be on time and fulfill all responsibilities.

Work within a collaborative co-teaching environment and assist the Lead Teacher to develop and implement a high-quality emergent curriculum that embraces the Reggio Emilia approach and promotes a play-based arts-integrated emphasis that supports a holistic education.

Understanding and working knowledge of human development, early childhood education practices, Bloom's Taxonomy, Gardner's Multiple Intelligences, Vygotsky's view of Social Constructivism, behavioral schema, principles of Conscious Discipline, and the five core areas of child development.

Aide lead teacher in documentation of each student's learning journey and development through written observations and reflections, videos, photographs, etc.

- Shared with parents/guardians daily via Brightwheel
- Monthly class reflections delivered to parents
- Individual student reflections 3 times per school year (P/T conferences and end of the year)
- Throughout the classroom and dedicated hallway space highlighting the learning process

Communicate with program director through weekly meetings to discuss classroom dynamics and curriculum, documentation, etc. Communicate in a collaborative and constructive manner with teaching team.

Create a warm, friendly, supportive, and open relationship with parents/guardians through daily communication and demonstrated availability. This may include personal conversation, messaging on Brightwheel, and/or email communication. Parent/Teacher conferences in October and February.

Professional Development is highly valued at our school as we see ourselves as teacher researchers who seek continual growth.

- Invested interest and ownership of research and knowledge as it pertains to our profession and our school
- Twelve professional development clock hours required by the state of Missouri.

Maintain safety and general tidiness and cleanliness of the classroom, disinfecting materials and supplies. Occasional obligations outside of the school hours may include parent night, fundraising events, etc.

Will obtain background check, medical exam, food handlers card, and CPR/First Aid certification prior to employment. The Atelier School will reimburse for expenses accrued for background check, food handlers card, and CPR/First Aid certification.

Dress code includes clothing that allows you to be active and involved with your students, but maintains a professional appearance. No holes, rips, or tears should be present and clothes should be well fitting. Leggings are not acceptable unless worn with a long shirt/dress. Low cut shirts are not acceptable and shorts/skirts must be below the fingertips in length. Shirts with inappropriate graphics or text are not acceptable. Footwear inside the building includes socks or indoor slippers as we remove shoes within the classroom. We go outside in all weather so you should be prepared with proper attire including rain jacket, boots, snow attire, sun protection, etc.

Benefits: 12 month salary with paid holidays and school breaks, Health Insurance, Sick/Personal Leave, IRA contributions, 50% Tuition discount for enrolled children, Professional development opportunities.