



Preschool Assistant

Summary

The Janet S. Munt Family Room Preschool, a play-based learning community inspired by nature and neighborhood, is seeking a passionate Preschool Assistant to contribute to the holistic development of young minds. As a Preschool Assistant, you will play a crucial role in supporting the lead teacher, implementing curriculum, and fostering a safe and engaging environment for children.

Responsibilities:

Classroom Support:

- Assist the lead teacher in implementing age-appropriate lesson plans and educational activities.
- Collaborate in creating a stimulating and play-based curriculum that supports children's holistic development.
- Support the use of diverse teaching materials and techniques to accommodate various learning styles.

Childcare and Safety:

- Foster a nurturing and inclusive atmosphere within the classroom.
- Assist in organizing and participating in creative and educational activities.
- Maintain a clean, safe, and organized classroom environment in accordance with health and safety standards.

Assessment and Communication:

- Assist in conducting assessments to track children's progress.
- Communicate effectively with parents regarding children's development and well-being.
- Support the initiation of meetings with parents to provide parenting support and coordinate conferences.

Enrollment and Family Engagement:

- Assist in guiding prospective families through the enrollment process.
- Respond to inquiries and conduct informative tours for interested families.
- Collaborate with parents to understand children's backgrounds and preferences.

Professional Development:

- Stay informed about early childhood education trends and incorporate learning into daily practices.

- Collaborate with colleagues and participate in professional development opportunities.
- Attend workshops, conferences, and training sessions to enhance skills and knowledge.

Social and Emotional Development:

- Support the observation of each child to enhance social competencies and self-esteem.
- Encourage positive interactions, conflict resolution, and the development of social skills.

Artistic and Practical Development:

- Assist in guiding children to develop artistic and practical capabilities through a structured curriculum.
- Coordinate snack and lunch times and actively supervise children to ensure their safety.

Team Collaboration:

- Collaborate with other educators to enhance the overall learning environment.
- Actively participate in school-wide initiatives and events.

Requirements and Skills

1. High school diploma or equivalent; additional coursework or certification in early childhood education is a plus.
2. Previous experience in a preschool or childcare setting is preferred.
3. Knowledge of age-appropriate teaching methodologies and child development principles.
4. Excellent communication skills, both verbal and written.
5. Ability to collaborate effectively with the lead teacher, colleagues, and other staff.
6. Strong organizational skills to maintain a clean and safe classroom environment.
7. Familiarity with diverse teaching materials and techniques to accommodate various learning styles.
8. Ability to carry out the functions of this job without risk of harm to the health and safety of self and others.
9. Ability to travel for work, including field trips.

Working Conditions & Compensation

Position: Part-time

Hours: 15 hours per week

Schedule: Mondays, Wednesdays and Fridays

Hourly Wage: Starting at \$20.00

Benefits: CTO (Combined Time Off), Retirement plan, Paid holidays, and more.

How to apply

Please send a detailed, personalized cover letter and resume to our Executive Director, Josh Miller, at careers@thefamilyroomvt.org. Applications will be accepted until the position is filled.

Equal Opportunity Employer Statement

The Janet S. Munt Family Room values all members of our community. We seek to create an environment that respects and honors the diversity of individuals and their unique contributions to our mission. Our programs are designed to serve children and families who are diverse in many ways. The Family Room is dedicated to supporting the effective resolution of diversity, equity, and inclusion concerns. We have a Diversity, Equity and Inclusion (DEI) committee. Our DEI community recently held a workshop to build inclusive practices for our staff, and we continue to explore ways to make The Family Room more inclusive.