



Title: Early Childhood Assistant Teacher

Reports To: Division Director

Status: Full-time, Exempt 10 months

Start Date: August 26, 2022

About Woodstock Day School

Founded in 1973, Woodstock Day School (WDS) is a progressive, independent school set on a 40-acre campus in New York's Hudson Valley. Located midway between the towns of Woodstock and Saugerties and roughly two hours north of Manhattan, WDS is a board-certified member of the New York State Association of Independent Schools and offers a unique and inclusive educational experience to approximately 200 students from nursery school through grade twelve.

WDS believes that there is no such thing as an "average" student, and our combination of purposefully small class sizes, intensely committed faculty and a culture of individual respect empowers our students to aim high, shape and achieve their personal goals, and prepares them to make a positive difference in a complex world. Added to the program in 2003, our middle and upper schools offer outstanding programs for grades 6-12, helping students discover their passions, achieve academic and personal excellence and demonstrate a commitment to service. WDS actively seeks to build a diverse community of educators.

Summary

The Early Childhood Assistant Teacher assists the Lead Teacher in classroom-related activities with and for the children, in the general supervision of young children and in maintaining the physical classroom space.

Ideal candidates embrace a range of pedagogical approaches, are excited about teaching in a progressive community and have demonstrated a commitment to addressing issues of diversity, equity, and inclusion within and outside the classroom.

Key Responsibilities

As directed by and in support of the lead teacher:

- Monitor and supervise children in support of and providing for their safety, welfare and well-being
- Be present with and responsive to the children in support of their play, social interactions, transitions and needs, including emotional and hygiene.
- Manage daily opening and closing checklists, including set up, breakdown and re-filing supplies
- Assist with administrative and record-keeping duties such as forms, files and documentation
- Maintain cleanliness and safety of indoor/outdoor classroom spaces and materials
- Attend and contribute to meetings with lead teacher, as well as parent/teacher essential events such as curriculum night, parent conferences and classroom celebrations
- Support Specialist Teachers and the children during Specials classes. Support substitute teacher in lead teacher's absence.
- Be informed about daily /weekly class-related information, as well as about the children and their families through reading shared emails and documents, participating in conversations, asking questions, and being conscious about follow-through.
- Assist and contribute to the implementation of the daily program and curriculum. Assist and support children as needed during circle and listening times

Qualifications

- High School diploma required, post-secondary degree or certification preferred
Experience working with two and half (2.5) to five (5) year old children
- Experience in diversity, social justice and equity curriculum work, preferred

Skills, Knowledge and/or Abilities Required

- Skills – Attention to detail with children and to keeping their surroundings safe, clean, orderly and beautiful. Respectful interaction with children, parents and colleagues.
- Knowledge of basic principles of child development and understanding of the WDS curriculum and methods.

- Ability to supervise students and support their activities, while having an understanding of multitasking when it is necessary and safe to do so.
- Ability to see each child as an individual.
- Ability to work congenially with colleagues, communicate effectively, retain professional attitude and maintain confidentiality.
- Ability to join or lead in physical activities including movement exercises, walking, possibly standing for long periods, as well as lifting, stooping, bending and kneeling as necessary. To be at ease with writing legibly, cutting, singing, storytelling, movement, crafts and cleaning.
- Ability to be flexible and fluid, and responsive to changing needs.

How to Apply

To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, three references and salary requirements as attachments, via e-mail to careers@woodstockdayschool.org with Early Childhood Assistant Teacher in the subject line.

Employees are required to follow all COVID-19 protocols for K-12 schools as determined by NYS and any additional protocols as set forth by the school administration, including a requirement that all staff and faculty be vaccinated for COVID-19.

The Woodstock Day School is committed to a work environment in which all individuals are treated with respect and dignity. WDS prohibits all forms of unlawful discrimination, harassment and retaliation, including behavior which targets an individual or group based on perceived or actual characteristics, such as but not limited to: race, color, religion, creed, sex (including pregnancy, childbirth and related medical conditions), national origin, age, disability, military service, veteran status, marital status, partnership status, sexual orientation, familial status, gender identity, gender expression, transgender status, genetic predisposition or carrier status, alienage, citizenship status, caregiver status, status as a victim of domestic violence, sex offense or stalking, unemployment status, status as a certified medical marijuana patient or any other legally protected classification.

