

JOB DESCRIPTION

PRESCHOOL ASSISTANT TEACHER

Overview

- Location: 800 S Sheridan Blvd Unit A, Denver, CO 80226
- Hours: 7:30 am to 4:30 pm M-F
- Hourly Wage: \$18.00
- Reports To: Preschool Lead Teacher

School Description

Westwood Academy is a small program serving toddlers and preschoolers on the Denver/Lakewood border, opening in January of 2023. We are looking for our founding team of early childhood professionals to launch this exciting new program!

We are dedicated to what we call “Progressive Early Learning.” This means that we act in alignment with our values in everything we do. Working at Westwood Academy means joining a small, collaborative team of progressive educators who care about honoring family culture and welcoming all people. We are an LGBTQ+ friendly community and we are excited to welcome diverse people into our program as parents and as employees. We Believe In:

Building Independence

- Food Preparation
- Classroom Care
- Self-Care & Toilet Use

Collaborative Community

- Group Activities
- Being a Helper

Celebrating Family Culture

- Family Led Celebrations
- Lunches from Home
- Family Photos in Classroom
- All Faiths & Cultures Welcome

Kindness & Respect

- All Feelings Are Welcome
- Setting & Honoring Boundaries
- We Respect Our Classroom
- LGBTQ+ Inclusive

Safe Learning Environments

- Clean & Sanitary Classrooms
- Abuse Prevention Culture

Curiosity & Exploration

- Fun Learning Materials
- Engaging Outdoor Learning
- Always Asking Questions

Job Description

The Preschool Assistant Teacher will support the Lead Teacher of the 2.5 year to 5-year-old classroom. The Preschool Assistant Teacher is essential to ensuring a positive school culture and a safe learning environment for the children. Working closely with the Preschool Lead Teacher, the Assistant Teacher will support the flow of the classroom by working in small groups with children, monitoring the bathrooms, and preparing snacks.

Key Duties

- Provide a safe and joyful learning environment for 2.5 to 5-year-old children
- Ensure classroom consistently has art, language, math, science, imaginative play, social/emotional learning, and motor skills activities available to the children
- Form strong connections with each family, learning about their culture, beliefs, and parenting styles
- Follow school curriculum and programming, always in alignment with the school's defined values
- Ensure the daily schedule is followed and that all children have ample opportunities for play, creativity, rest, food, outdoor time, and socialization
- Keep records on each preschool child by documenting their learning progress, behavior, temperament, personal preferences, and social interactions
- Engage in ongoing communications with each child's family regarding your observations of their child and inquiring about their observations, ideas, and concerns
- Ensure each child in the classroom leaves for kindergarten with a knowledge of numbers, letters, phonics, colors, scientific ideas, and fundamental social skills
- Support children in learning independence through activities such as food preparation, getting dressed, using the toilet, and engaging in self-care
- Facilitate a culture of abuse prevention by following all child abuse prevention guidelines and holding colleagues accountable for doing the same
- Maintain all required professional development records and ensure the PDIS system is regularly updated
- Ensure the classroom is tidy, and that all cleanliness and sanitation procedures are consistently followed by all adults and children working in the classroom
- Always maintain compliance with childcare licensing and health department regulations

Qualifications

- Available to work M-F from 7:30 am to 4:30 pm
- Early Childhood Teacher Qualified in the state of Colorado
- Assistant Director qualified in the state of Colorado preferred
- First Aid & CPR Certified – Medication Administration certification preferred

- Clean criminal background check
- Available to start in January 2023

Compensation & Benefits

- \$18.00 hourly wage
- \$300 per month health insurance/wellness stipend
- 10 paid holidays per year
- 10 paid vacation days per year
- 10 paid sick days per year
- Paid professional development

Physical Requirements

- Lift and turn carrying up to 50lbs
- Sit on the floor for extended periods
- Lift arms overhead to place or retrieve items from high shelves or cabinets
- Engage in fine motor activity including but not limited to changing diapers, pulling zippers, closing buttons, demonstrating pincer grasp, and using writing utensils and eating utensils
- Spend up to two hours outdoors in cold and hot temperatures
- Reasonable accommodations are available upon request

How to Apply

Please complete the following application for employment: <https://forms.gle/KFYyLQe1PXSN219RA>