



## Position Description

**Title:** Assistant Teacher, Morning Threes Program

**Reports to:** Preschool Director

**Schedule:** Monday thru Friday, School Year 8/26-5/27, 8:30-11:45am

*\*see Job Summary for more details if interested in extended hours or additional roles*

**Ravinia Nursery School** is a play-based preschool for children ages two through five years. As a child's first school experience, it is our intention at RNS to inspire a love for learning by providing an environment that supports and honors each child's unique development and interests. At RNS, we believe children learn best through play. When children are free to explore their environment and the materials around them, the learning they acquire is meaningful. It is through this exploration that a child learns about the world in which they live. Building a strong social and emotional foundation is our primary goal for preparing children for kindergarten and beyond. Our program is deeply rooted in community, and we encourage parent engagement in their child's learning, providing many opportunities for participation year-round.

### **Job Summary:**

**The Threes Assistant Teacher** will support one classroom, working closely with a Lead Teacher and another Assistant. Classrooms serve an average of 15 students between the ages of 3 and 4. Daily activities include circle time, art processes, free play indoor and outdoor and snack time. Contracted hours include five, 2.5-hour class periods weekly, with 30-minute setup, and 15-minute cleanup. Possible opportunities for additional hours may be available teaching Lunch Bunch, Enrichment, Summer Camp and assistant teaching or subbing in afternoon classrooms.

### **Essential Responsibilities:**

The Assistant Teacher will support the planned curriculum provided by the Lead Teacher, rooted in social emotional learning, and within a play-based context. Project Learning is introduced throughout the year and will be supported by the Lead Teacher and Director.

- Tasks may include: helping to set up the playground, maintaining supplies in the classroom, presence and supervision ensuring safety of children during snack, assistance with outerwear dressing/undressing, and supporting children's learning in toileting.
- Attends a team meeting weekly/bi-monthly, contribute to planning and sharing in discussion of children's development and needs.
- Attends monthly All-Staff Meeting, first Monday of month, 11:45-12:15.
- Attends 20-30-minute monthly grade-level meeting, w/Director, time to be mutually agreed upon.

- Attends In-service Trainings, Parent Orientation, Special Guest Day, Open House and other parent functions when appropriate.
- Assists in managing the class email account(s), and management of photo documentation to share with parents.
- Maintains confidentiality of sensitive information and adheres to applicable privacy and security standards.
- Assumes Lead Teacher responsibilities in their absence.

**Skills & Attributes:**

- Initiates growth and change in personal professional development, seeking out feedback and opportunities to learn.
- Demonstrates organization and flexibility within the teaching team.
- Collaborates and shares ideas in response to the children's needs within class.

**Professional Qualifications:**

- Previous teaching experience in an Early Childhood Education setting (**required**)
- Credential or Degree in Early Childhood Education (*preferred*)
- CPR and First Aid certification (*provided during August in-service*)

**Working Conditions:**

- Occasional evenings and weekend hours will be required for parent meetings, school events, and staff development
- Frequent walking, standing, and light lifting
- Compensation commensurate with educational background and experience
- Salary range: \$12,000-14,500

**Application Instructions:**

Interested candidates should submit a cover letter, resume, and three professional references to: [director@ravinianurseryschool.com](mailto:director@ravinianurseryschool.com)

Attn: Susan Lenzini, RNS Director

Re: Assistant Teacher Opening

*Ravinia Nursery School employs qualified persons of the greatest ability without discrimination against any employee or applicant for employment because of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information, gender identity or expression, sexual orientation, marital status, status as a protected veteran, or any other legally protected group status.*