



# HIGH MEADOWS SCHOOL

## Preschool Assistant

Temporary Full-Time

Hourly/Non-Exempt Employee

### Summary:

At High Meadows, we believe that children possess a drive for cognitive, physical, and social engagement—a drive that is developed and enhanced by an environment that promotes academic challenge, creativity, personal responsibility, and a positive self-image.

High Meadows School is seeking a Preschool Assistant to work with the Lead Preschool Teacher in two separate classrooms. This position starts when the school returns to in-person/on campus learning. Due to COVID-19, whether teaching is on campus or conducted remotely can change weekly; therefore, the position could be intermittent at times.

### Scope of Position:

The Preschool Assistant supports the Lead Preschool Teacher by helping to supervise and manage the preschool students. The Preschool Assistant helps the Lead Preschool Teachers carry out daily activities, ensuring the safety and well-being of the children and contributes to the effective operation of the overall educational program.

### Minimum Education/Prior Experience

Three years' experience working in a preschool environment desired. High school diploma, bachelor's degree preferred. BFTS certified/ fingerprinted required as part of our state licensing.

### Knowledge and Skill Set Requirements:

Must be motivated, nurturing, creative, self-directed and a collaborative partner and team member. Exhibits an attitude of professionalism, concern for students, flexibility, and cooperation.

### Essential Job Functions:

#### ➤ **Instructional:**

1. Assumes responsibility for a specific group experience (instruction or enrichment). Lead Teacher will assist with direction and supervision of planning.
2. Demonstrates an attitude of flexibility with regard to curriculum decisions in order to meet the instructional needs.
3. Instructs and encourages individual students as prescribed by the Lead Teacher.
4. Assists students with organization and self-management skills.

#### ➤ **Class Management:**

1. Manages class when Lead Teacher is out of the room. Is responsible to participate in and assist with class management and positive discipline.
2. Gives feedback on organization of materials, room set-up, and ordering supplies.
3. Provides Lead Teacher with information to be communicated which is helpful for Lead Teacher to assess preschool student. Note: Communication with parents or other interested parties should

be initiated by the Lead Teacher. Should the Preschool Assistant be approached, care should be taken to refer academic, social and developmental matters to the Lead Teachers.

➤ **Shared Responsibilities:**

1. Attends to individual children who need an adult's support outside of the classroom such as on the playground, during Connections classes or at lunch.
2. Assists with housekeeping and with establishing the learning climate.
3. Manages student transitional times.
4. Complies with playground and carpool responsibilities as scheduled.
5. Takes attendance.

Physical Requirements

This position requires physical mobility including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking and hearing. In addition, the position may require running and/or the ability to lift or restrain a child. This position is subject to environmental conditions, as educational activities occur both inside and outside of the buildings. In addition, the position requires:

- Ability to remain on his or her feet in an upright position for long, continuous periods of time during the 8-hour school day without being able to leave the students or team.
- Ability to lift up to 40 pounds, and/or up to 10 pounds of force frequently to move objects.

Application Process:

Please complete the school's application (<https://highmeadows.org/about-us/working-at-high-meadows/>), and send along with a cover letter, and resume to Jane Murphy, HR Manager, [jmurphy@highmeadows.org](mailto:jmurphy@highmeadows.org). *No phone calls please. Only candidates who have the stated requirements may be contacted by the Hiring Committee; all others' information will be kept on file.*

*High Meadows School does not discriminate on the basis of disability, race, color, creed, national origin, religion, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner.*