



# Preschool Teaching Assistant

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**Reports To:** Head of School by way of Lead Preschool Teacher

**Job Goals:** To provide students with appropriate learning activities and experiences designed to fulfill their academic potential within the *mission* of The Meadowbrook School.

**Mission Statement:** We bring life to learning for elementary-aged children in a nurturing, fun, and collaborative environment.

**Job Description:** The Preschool teaching assistant supports the lead Preschool teacher in managing a self-contained classroom. The main focus is to stimulate creativity and instill a love of learning. The 3 year-old curriculum is a child-centered, developmental program that provides experiences around social, emotional, and intellectual growth. We offer “specials” classes in art, computers, library, music, physical education, science, and spanish that are taught by other faculty members. The assistant accompanies children to these other classes and helps the lead teacher in all aspects of preparing lessons and managing the classroom. The ideal candidate will represent our mission and lead students with passion, dedication, and enthusiasm.

**Primary duties & example of various responsibilities:**

- Assist in teaching an array of skills for language arts and math development
- Help plan and develop lesson plans
- Creating a safe, welcoming classroom environment
- Communicate concerns with parents, administrators, and other faculty members
- Attend required faculty orientation and staff meetings throughout the year
- Pursue and participate in professional development opportunities
- Support admissions efforts by representing Meadowbrook at our Open House events
- Nurture and maintain a highly collaborative relationship with the rest of the faculty, administration, and extended school community.
- Be a positive role model on campus and representing the school externally

**Qualifications:** Bachelor’s degree from an accredited college or university. A teaching certificate from the State of Pennsylvania and 3+ years teaching experience is preferred; however, these are not requirements. All employees must have clean background checks.

Interested candidates should contact the Head of School, Michael Reardon, directly at [mreardon@themeadowbrookschool.org](mailto:mreardon@themeadowbrookschool.org).