



Job Posting – May 10, 2023

Position: Early Childhood Teacher Assistant
Rate: Starting at \$15.00/hr

Status: Part-time
Location: Broomfield, CO

Apple Tree Christian Preschool & Kindergarten is looking for two enthusiastic part-time (Mon-Fri, 8:30am-1:30pm) early childhood teacher assistants. The teacher assistant works closely with a group of teachers to plan and execute a program to provide care to children that considers the: educational, social, developmental and health needs of the group, as well as the individual child. By providing a vast array of support to the classroom, the Assistant Teacher plays an integral role in the education of each child. This position is part-time, 25 hours per week. We follow the Boulder Valley School District 9-month school calendar. Classes are in session from Labor Day through the end of May. We serve children ages 2 ½ - 7.

Responsibilities and Skills:

- The assistant teacher is responsible for assisting children aged 3-4 years old.
- Tasks may include assisting the teacher with small group activities, being responsible for groups of children during recess periods, assisting the teacher in curriculum management, helping young children with self-care and other tasks, making copies, filing, and other administrative assignments.
- Keep equipment and materials accessible and in good condition
- Become familiar with all health and safety policies including emergency procedures and protocol
- Attend and participate in related training opportunities as they become available
- Attend regularly scheduled staff meetings
- Actively support school-wide projects, attending various activities and functions throughout the year
- Support the classroom teacher in implementing a developmentally appropriate curriculum for a group of 8-12 students
- Monitor and supervise classroom and outdoor activities to assure a safe, healthy and inclusive environment for all children
- Serve as a substitute teacher for absent staff members if qualified as an ECE lead teacher
- Take responsibility for the classroom in the lead teacher's absence if qualified as an ECE lead teacher
- Be comfortable implementing a Christian element to the daily curriculum
- Perform other duties as required or assigned

Requirements:

- The ideal candidate will meet the requirements for Early Childhood Teacher, formerly G.L.Q, but is not required.
- Love working with children
- Be flexible and have a positive outlook
- Is organized and has good time management skills
- Willing to work in a team environment with other teachers

Interested candidates please submit a resume with cover letter to atcpk@broomfieldumc.org with "Early Childhood Teacher Assistant" as the subject line. Please contact Sara Godwin with questions at 303-466-8365.