



YOUNGSET PRESCHOOL ASSISTANT TEACHER JOB DESCRIPTION

School

Youngset offers a two-year preschool program for children ages 3-5 years old in an environment rich with learning opportunities. The school is a non-profit, non-sectarian organization and operates as a parent cooperative.

Our goal is to provide a preschool experience that nurtures the natural curiosity each child is born with, and therefore follows a play-based approach to our curriculum. We foster learning by encouraging children to explore their own interests in a warm, caring, and child-centered environment. Children are supported as they learn important social skills through play and form relationships within the classroom community. We strive to prepare each child with the social, emotional and academic skills to succeed in Kindergarten.

Youngset was founded in 1967, and is a stable, well-supported and respected preschool. Many of our alumni return to the school as parents, and we pride ourselves on building enduring, long-term relationships with our teachers.

Position Summary

We are looking for an Assistant Teacher to join our team starting in the Fall of 2022! The Assistant Teacher will support Youngset's Lead Teachers in the Junior Class (3-4 year olds) and Senior Class (4-5 year olds), with approximately 18 children per class. The work day is 8:00 am to 1:15 pm, Monday-Friday, with some extended days scheduled for Board meetings. Youngset generally follows the Portland Public Schools calendar, with some summer responsibilities. The Assistant Teacher will work alongside two parent helpers and one Lead Teacher in each class.

Essential Duties and Responsibilities

- Rotate between the Junior and Senior classrooms, on a schedule set by the Lead Teachers.
- Assist the Lead Teachers in before school setup and prep.
- Assist the Lead Teachers during all preschool sessions and the Lunch Bunch period.
- Substitute for Lead Teacher when absences occur.
- Work as a cohesive teaching team with the Lead Teachers.
- Assist parent classroom volunteers.
- Attend regular staff meetings, as requested by the Lead Teachers.

Qualifications:

- Minimum two years experience working with preschool-aged children.
- Completing hours toward a Bachelor's degree or higher in early childhood education, child development-family studies, early childhood special education, or elementary education with a concentration in early childhood education or equivalent is highly desirable.

Must be obtained prior to teaching at Youngset:

- Criminal background check.
- Current First Aid and CPR for children.
- Immunizations/negative TB test result.
- COVID vaccination(s)
- RRCAN certification

Additional Desirable Qualities:

- Communicates effectively with parents and other teachers.
- Energetic, flexible and possesses a sense of humor.
- Gentle, kind and caring personality.
- Strong leadership skills and confidence with children.

Compensation:

Because this position is so critical to the school, an annual salary between \$21,000 to \$23,000 is offered. At \$22,000/year, the hourly wage is approximately \$24/hour. This position offers incredible work-life balance.

Application:

To apply, please send the following to hr@youngsetpreschool.org:

1. Cover Letter
2. Resume
3. Three professional references (list of 3 people whom we may call)