

## JOIN OUR TEAM

*Come cultivate and celebrate the intellectual, imaginative, and humanitarian promise of each student*

### Preschool Teaching Assistant

**Reports To:** Stewart Dorsey, Director of Preschool

**Job Status:** 100% FTE (Monday–Friday, 8-hour shift)

**FLSA Classification:** Non-Exempt

**Compensation:** \$26–\$47/hr, commensurate with education and experience

**Start Date:** August 7, 2024

### Position Overview

The San Francisco School is an independent Preschool–8th grade school dedicated to a multicultural and inclusive community. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. As a Preschool Teaching Assistant, you will help cultivate and celebrate the intellectual, imaginative, and humanitarian promise of each student in a collaborative, supportive environment.

### Job Responsibilities

The Preschool Teaching Assistant will:

- Ensure students are joyfully and safely engaged in classroom activities and outdoor play.
- Collaborate with the head teacher to support daily classroom operations.
- Work with individual students and small groups to provide age-appropriate academic and social-emotional support.
- Organize and set up materials and equipment for activities including nap, games, art, crafts, science, and outdoor play.
- Manage students and systems during nap time, play class, lunch, and singing time.
- Communicate observations and insights to the head teacher, including monitoring student skill development.
- Guide student behavior with patience and support.
- Maintain a positive and encouraging attitude with students and colleagues.

### Qualifications and Experience

We seek a team member who is:

- An inspiring, student-centered educator with a minimum of 12 ECE credits (an associate's degree with three years of successful work as a Teaching Assistant preferred).
- Experienced and knowledgeable about the developmental stages and needs of children ages 3–6.
- An excellent communicator with strong cultural competence.
- A flexible teammate who collaborates well with others.
- Able to react quickly to children's needs, lift and assist students (up to 40 lbs), and move classroom equipment (up to 20 lbs).
- Montessori training and Spanish language skills are a plus, but not required.



## Work Environment

- May work at a desk or computer for short periods.
- Able to lift up to 40 lbs and move classroom equipment up to 20 lbs.
- Must be able to stand, walk, and supervise children for extended periods, both indoors and outdoors.
- Must pass a background check and TB screening.

## To Apply

Interested candidates may apply by sending a single document (pdf) with a letter of interest, resume, and two references to [jobs@sfschool.org](mailto:jobs@sfschool.org). Candidates may consider combining this position with other part-time offerings (e.g. athletics coach or admissions associate). Fingerprinting, background clearance, and TB testing required.