



### **PreK 3 Teacher / Assistant Teacher (Part-time)**

The Avery Coonley School is seeking an experienced (3 years) well qualified, dynamic, student-centered PreK 3 teacher/assistant teacher for our Preschool program. The Preschool program nurtures the social, emotional, and academic development of each child. The team works together to build a warm, respectful, and supportive learning environment. Teachers/assistant teachers are expected to engage with the broader community experience by participating in school meetings, committees, and events.

#### **Qualifications, Skills, and Abilities**

- Bachelor's degree from a four-year accredited institution in Early Childhood or Elementary Education. Master's degree preferred.
- Three or more year of experience in a preschool/lower school setting.
- Deep knowledge of early childhood development and current research-based practices.
- "Can do" attitude and ability to work as part of a team.
- Willingness to develop differentiated learning experiences for gifted and high-achieving students.
- Ability to receive feedback and engage in continuous self-improvement.
- Ability to adapt to a dynamic, rapidly changing work environment.
- Ability to work collaboratively, plan with Preschool team.
- Ability to work collaboratively across teams, departments, and divisions.
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations.

#### **Duties**

- Plan, prepare, and present effective daily activities with groups of children.
- Welcome children into the classroom and help with dismissal.
- Share observations and insights about children and activities with teaching team.
- Challenge, guide, counsel, and discipline students in appropriate ways
- Communicate with parents in a timely and professional manner, and engage them in a partnership to support their children's education
- Keep clear and complete records
- Meet all deadlines for report cards, communications with parents, and other professional requirements
- Demonstrate professionalism in appearance, words, and actions
- Perform routine additional duties as assigned
- Anticipated start date is September 2023

The statements in this job description are intended to represent the key duties, essential nature, and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

Salary is competitive and dependent upon experience and qualifications.

**About The Avery Coonley School**

Located in the western suburbs of Chicago and serving 331 children from 40 communities in Groups (grades) PreK to 8, The Avery Coonley School (ACS) welcomes highly motivated, high-ability learners who eagerly seek new challenges. Gifted and high-achieving students flourish in a unique and collaborative culture where the drive to learn transcends all other differences. Founded in 1906, ACS enjoys a storied place in the history of gifted and progressive education for younger students in Chicago and across the nation. Learning spaces brim with energy, project-based learning, and individual exploration. On the historic 11-acre campus, which is adjacent to a forest preserve, members of the Avery Coonley community thrive in a learning environment that allows for flexibility, creativity, and innovation.