



Tuxedo Park School is a co-educational, independent school. Established in 1900 and situated on a 17-acre campus, the school is located in the historic gated community of Tuxedo Park, NY. The school is one of the first schools in the country to specialize in elementary education (pre-K through ninth grade). The school serves families living in Orange and Rockland Counties, NY, and Bergen and Passaic Counties, NJ.

Pre-Kindergarten Teacher Assistant

The Tuxedo Park School is seeking qualified candidates who are engaging and dynamic classroom teachers with a talent for communicating with young children and encouraging intellectual curiosity and academic growth. This individual will be assuming the role of PreK Assistant, while our current Assistant assumes the lead teacher role due to maternity leave.

This candidate will have experience working with children in developing and implementing purposeful instruction across reading, writing, phonics, and mathematics. Teachers are invested in their growth as professionals and respect every member of the community. Teachers are committed to helping students achieve success and to the mission and values of Tuxedo Park School. The position reports to the Associate Head of School for Academics.

Requirements:

- Bachelor's Degree (preferably in the field of education or education adjacent)
- Experience working with children
- Excellent interpersonal skills and proven ability to communicate passionately, clearly and concisely in writing and orally
- Maintains a positive relationship with parents to create a secure environment for children
- Highly self-motivated, self-disciplined strong team player with the ability to work independently or as part of a larger team
- Professional learner, attending professional development and well-read on current research
- Strong organizational abilities: perform multiple projects, prioritize and provide attention to detail, and respect deadlines
- Must demonstrate awareness of sensitive issues and ability to exercise good judgment in relating to the public, faculty and staff, boards, volunteers, and donors

Responsibilities include, but are not limited to:

- Assist the Lead Teacher in all aspects of daily classroom routines and management, including instruction, classroom maintenance, and student supervision.
- Engage in supervisory and interactive duties with children (arrival, dismissal, recess, and lunch).
- Attend and contribute to regular faculty meetings.
- Develop and support the social-emotional character of students in qualities of leadership, sportsmanship, risk-taking, self-awareness, empathy, and conflict resolution.
- Encourage and monitor the progress of individual students.
- Participate actively in the work of the department and the school on curriculum development and the improvement of student achievement.
- Participate actively in the work of the grade level and across grade levels to coordinate curricular and extracurricular offerings.
- Attend school functions such as class plays, fundraisers, awards ceremonies, commencement, and fundraisers.

Compensation and Benefits:

- Salary is \$160/day

Tuxedo Park School is an equal-opportunity employer.

Please submit an Application for Employment, resume, and cover letter to smueller@tuxedoparkschool.org
Applications will be collected through January 2nd. We will begin reviewing them and reaching out in the second week of January for an anticipated start date of March.