



## Job Description

Job Title: PreK/K Assistant and Afternoon Teacher

Department: Early Learning/Encore

<b>Reports to:</b> Early Learning Principal and After School & Summer Programs Assistant Director	<b>Work Schedule:</b> * School Year: M-F, 10-6 pm	<b>Job Status:</b> 40 hours/week; benefits included
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### POSITION SUMMARY:

Believing that children learn best in a play-based environment designed around their unique interests and ideas, our Galloway PreK and K teachers/Assistant teachers during and after school foster active learning experiences and positive, collaborative relationships with families. As part of both an engaging PreK/K Team and after-school staff, they will support classrooms with afternoon curriculum planning, parent communication, and collaboration with other After School staff.

### PRINCIPAL RESPONSIBILITIES

- Plan and deliver developmentally appropriate activities for PreK 3, PreK 4, and Kindergarten students
- Collaborate with PreK and K Teaching teams to build on and extend classroom learning into the afternoons
- Communicate with parents
- Supervise students on the playground and in the classroom
- Interact with students as a positive role model
- Plan and supervise age-appropriate after school activities
- Take attendance after school daily to ensure all students registered are in attendance
- Administer snack after school
- Encourage After School Ambassadors to interact with students after school
- Ensure space is clean at the conclusion of each day after school
- Ensure their walkies are charging before departing

### Education:

- Degree in Early Childhood Education or a related field is preferred

### Experience:

- At least one year of experience working with Preschool-aged children

### Competencies:

- We are seeking candidates with strong communication skills who are comfortable with a dynamic and flexible learning environment.
- Comfortable with supervising students both inside the school building and outside on the playground.

### Specialized Skills and Knowledge:

- Ideal candidates will be comfortable with digital communication (text, email, google docs)

### *THE GALLOWAY SCHOOL MISSION*

*The Galloway School is a community where learning is joyful, individuals are valued, and self-discovery is encouraged. Galloway students confidently embrace challenges while developing the knowledge, skills, and cultural competence to thrive as enlightened contributors in their chosen pathways.*

### *DIVERSITY, EQUITY, INCLUSION STATEMENT:*

*At The Galloway School, diversity, equity, and inclusion are integral parts of our mission, history, culture, and identity. The members of the school value and affirm the individuality of each person in our community. We truly commit to having a diverse community and intentionally supporting these efforts through our policies, curricula, programming, and resources. The Galloway School continuously examines and renews our commitment to fostering a community that welcomes and respects each individual.*