



Early Learning Academy Teacher's Aide

Reports to: Director of Early Learning Academy

JOB DESCRIPTION:

We are seeking a dedicated and enthusiastic preschool teacher's aide to join our preschool program. The ideal candidate will be passionate about early childhood education, have a nurturing demeanor, and embrace our school's values and mission.

RESPONSIBILITIES:

- Assist to create a positive, safe learning environment for each child by quickly attending to each child's individual needs with care and compassion.
- Assist teacher in implementing schedule and curriculum as provided with opportunities for children to:
 - Participate in centers, create a craft, have story time and circle time, engage in free play, and have a rest time each day.
- Foster positive relationships with children and colleagues, maintaining open communication and collaboration. Allow lead teacher to be the primary contact with parents.
- Help to maintain a safe and organized classroom environment, adhering to health and safety guidelines and protocols.
- Uphold the mission and values of the Early Learning Academy in conjunction with First Methodist Church.
- Maintain an attitude of energy, positivity, and professionalism throughout every school day.
- Manage discipline and redirection policies as directed by ELA leadership.
- Follow leadership of classroom teacher with respect and a good attitude. Work to maintain a positive relationship.

QUALIFIED CANDIDATES WILL:

- Demonstrate a passion for early childhood education.
- Have a proven ability to work extremely well with children, parents, and fellow teachers.
- Have outstanding references relating to their past work experience as well as their personal integrity.
- Demonstrate a strong desire to work for a school operating within a church and its values.

SCHEDULE:

Tuesday-Thursday 8:30-2:15 from Mid-August through June.

Typical school breaks include Fall Break, Thanksgiving Break, Christmas Break, Spring Break and 1-2 weeks between school year session and summer session in June.

TO APPLY:

Send your resume to Samantha Grant at samanthagrant@tulsafmc.org.