

Richmond Friends School Trueblood Nature Preschool seeks a full-time assistant teacher to work with students aged 2 years, 9 months – 5 years old. The assistant teacher will work at agreed upon scheduled times in coordination with other staff, Monday-Friday. Duties will include implementing innovative, hands on, developmentally appropriate learning activities as directed by the lead teacher. The assistant teacher will also help supervise snack and naptime as needed. Candidates should have experience working in early childhood classroom settings. Flexibility, creativity, patience and good communication skills will be helpful attributes for this position.

Richmond Friends School is an Equal Opportunity Employer that seeks applications from candidates who contribute to diversity in terms of race, ethnicity, age, religious affiliation, gender, sexual orientation, gender identity, disability, and veteran status, among other distinctions and contributions. As a school with a Quaker identity, Richmond Friends School is eager to solicit applications from members of the Religious Society of Friends (Quakers). To apply, send a cover letter, resume and names and contact information of three references to:

Becky Dimick Eastman, Head of School  
Richmond Friends School  
[headofschool@richmondfriendsschool.org](mailto:headofschool@richmondfriendsschool.org)

### **Job description**

Supervised By: Head of School in coordination with Trueblood Nature Preschool lead teacher

Hours: 40 hours per week in coordination with lead teacher, Monday to Friday. Occasional Saturday and evening hours for special events

Compensation: Salaried position, benefits package, 10 days sick and/or personal time

Qualifications: A minimum of experience working with Preschool aged children. A Bachelor's degree in education or a related field preferred. A CDA or Indiana Teacher's License is preferred.

Overall Job Objective: To be responsible for planning and implementing an age-appropriate educational program for the students in her/his care in cooperation with the lead teacher, based upon the principles and philosophy of a Friends education.

### **Specific Responsibilities**

- Research and implement suitable curriculum and educational activities in conjunction with the lead Trueblood lead teacher
- Implement nature-based learning
- Clean the classroom, prepare snack, monitor play time, and other support work
- Pursue and attend professional development opportunities
- Maintain confidentiality concerning students and families
- Attend school workdays and other school community events
- Other related duties as assigned

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Job Type: Full-time

Schedule: 8 hour shift

Work Location: In person