

The qualified candidate will:

- possess an understanding of the needs of kindergarten-age children;
- be able to multi-task; and
- have experience with classroom record keeping.

Requirements for the assistant position include:

- a bachelor's degree in elementary education;
- demonstrated experience working with young children; and
- possession of strong written and oral communication skills.

Mission Statement: Sycamore School exists so that academically gifted children can experience the enriched, accelerated education they need to reach their potential and to lead responsible, constructive, fulfilling lives.

We have an opening for a long-term maternity leave substitute teaching assistant in our Early Childhood division. The teaching assistant will be in one of our two kindergarten classrooms.

The general duties include:

- assisting with grading, copying, and record keeping;
- leading break out groups;
- supervising students at recess, during lunch, etc.;
- assisting the special subject area teachers as needed;
- helping in classroom clean up and organization; and
- other duties as assigned by the lead teacher or division head.

Duration of assignment: approximately eight (8) weeks (early October through the middle of December).

Work hours: Monday-Friday from 7:45am-3:45pm.

Well qualified applicants should submit a cover letter, current resume and copies of any licensure to Sissy Engle via e-mail at sengle@sycamoreschool.org. No phone calls or walk-ins will be accepted.