Winthrop University

NOTICE OF JOB VACANCY

October 17, 2024

Position	Teaching Assistant Temporary Grant-funded Position (37.5 hours per week until May 31, 2025)	
Department	Macfeat Early Childhood Laboratory School	
Band/Level	N/A	**Vacancy No**.: 2025100T
Starting Salary	$15 to $17; actual salary depends on qualifications.	

Minimum Training and Experience

- Undergraduate degree in child development, early childhood education, elementary education, early childhood special education or equivalent.
- Must meet and maintain South Carolina Department of Social Services requirements and National Association for the Education of Young Children (NAEYC) accreditation requirements.
- At least six months' experience in a licensed child care facility.

Knowledge, Skills and Abilities

- Dependable and punctual.
- Excellent interpersonal skills to effectively work with children, families and coworkers.
- Exceptional communication skills.
- Effective, positive classroom management skills.
- Ability to create effective lesson plans.
- Ability to bend, lift at least 30 pounds and engage with children on the classroom floor and on the playground.

Major Duties

- Reporting to and assisting the Lead Teacher, the Teaching Assistant works with children ages 3 to 5 in the Macfeat Early Childhood Laboratory School Monday through Friday, 7:30 a.m. to 3:30 p.m.
- Plays an active role in assisting the lead teacher and supervising the children.
- Aids in gathering and preparing teaching materials, implementing lesson plans and conducting child assessments.
- Attends the daily classroom routines while ensuring the health and safety of the children and performs general room maintenance.
- Assumes the responsibilities of the Lead Teacher when the Lead Teacher is not present.
- Serves as a role model and mentor for undergraduate student assistants and provides supervision in the absence of the Lead Teacher.
- Communicates with families as needed.

To apply, access https://www.governmentjobs.com/careers/sc to submit an on-line application no later than November 3, 2024