



601 Catocin Circle, NE  
Leesburg, VA 20176  
Tel: 703.777.1939  
Fax: 703.777.1935  
thearcofloudoun.org

We are **HIRING** for a **Part Time Teacher's Assistant** to join Open Door Learning Center preschool within The Arc of Loudoun in Leesburg, VA! The ideal candidate is an experienced childcare provider with an exceptional ability to multi-task, relate to children, and work in a collaborative team environment. If you have a passion for working with preschool students of all abilities, this could be the job for you.

**Reports to:** The Director of Open Door Learning Center with Direct Supervision by Classroom Lead Teachers.

**Teacher's Assistant Summary:** Provide direct support to the efforts of the Lead Classroom teacher by helping with the preparation, instruction, and implementation of all classroom teaching. Classroom teaching will include academic readiness, behavior management, and independence with life skills and social skills.

This position is temporary and expected to run through the end of summer, although may be flexible for the right candidate. 15 hours/week expected.

#### **Job Responsibilities:**

Assisting the teacher in planning and implementing the daily program, including the following:

- Working directly with students with and without disabilities on a daily basis
- Recognizing, considering, and responding appropriately to the individual needs of each child
- Helping children learn to think creatively, to solve problems independently, and to respect themselves and others
- Facilitate play-based activities and social interactions
- Utilizing evidenced based procedures founded in the principles of Applied Behavior Analysis
- Assist in supervising classrooms in the absence of the Lead Teacher
- Maintain strict confidentiality regarding children and their families
- Model behavior, language, and attitudes from which the children learn
- Help with meals and preparation of snacks
- Help children establish good habits of personal hygiene
- Assist in the execution and creation of appropriate developmental activities
- Assist in maintaining classroom displays, visual accommodations, or other classroom materials
- Sharing with the Lead Teacher the responsibility of maintaining a clean and well-organized classroom
- Assist in data collection of student progress

#### **Qualifications Required:**

- **Education:** A high school diploma or equivalent
- 1+ year experience working with preschool children in a group setting
- A willingness to fulfill responsibilities in accordance with the center's philosophy
- Ability to work with students that demonstrate aggressive behaviors
- Strong time management and organizational skills
- The ability to multi-task in a fast-paced working environment



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### **Professional Development and Training**

- Attend all mandatory staff meetings
- Attend all mandatory VDSS regulated staff trainings
- Participate in ABA trainings provided on campus

### **Physical Requirements**

- Have enough energy and stamina to meet the demands of small children
- Must be able to remain in a stationary position for a prolonged period of time
- Able to reposition self frequently to address children at eye level or implement instruction
- Ability to frequently change positions from sitting to standing to walking to meet the needs of the children in our care
- Able to stay outside for prolonged periods of instruction in various weather conditions
- On occasion may be required to lift a child up to 40lbs

### **Benefits**

Not eligible

Interested in being our temporary Part-Time Teacher's Assistant? Please submit your resume and cover letter explaining why you are a great fit for this role, along with schedule availability. Please email Megan Allman, Director of ODLC at [mallman@thearcofloudoun.org](mailto:mallman@thearcofloudoun.org). We will reach out to those whose qualifications best meet our requirements. Thank you!

The Arc of Loudoun is an Equal Opportunity Employer.