



601 Catocin Circle, NE
Leesburg, VA 20176
Tel: 703.777.1939
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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 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. [Schedule required: M-F, 8:45am-12:15pm: 17.5 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

Professional Development and Training

- Attend all mandatory staff meetings
- Attend all mandatory VDSS regulated staff trainings



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- Participate in ABA trainings provided on campus

Physical Requirements

- Have enough energy and stamina to meet the demands of small children
- 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 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 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 Penny Lewis, Director of ODLIC at plewis@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.