

Job Title: Preschool Assistant Teacher

Location: Magic Years Cooperative Preschool

Job Type: Temporary Full-time (30 hrs/week) with Potential for Permanent Status

Reports to: Lead Teacher / Preschool Director

Employment Status: This position is initially offered as a full-time temporary role (30 hours per week), with an **anticipated start date of October 2025**.

Duration: The precise end date is flexible and contingent upon school needs. The role is guaranteed for a minimum of one month and has the potential to extend through the end of the current school year (e.g., June 2026).

Path to Permanent: The Assistant Teacher's performance will be continually reviewed. Should the position become permanently available (e.g., due to a change in long-term staffing needs) and the candidate's performance be satisfactory, this role has a potential to convert to a permanent full-time position.

Compensation: \$18.00 - \$22.00 per hour, commensurate with experience and EEC certification level.

Work Schedule: Monday–Thursday, 8:00 AM – 2:30 PM, Friday 8:00AM-12PM

Job Summary:

We are seeking a caring, energetic, and dependable **Preschool Assistant Teacher** to support the Lead Teacher in creating a safe, nurturing, and stimulating environment for young children. The ideal candidate will assist in implementing curriculum, supervising children, and fostering their physical, emotional, social, and intellectual development.

*Magic Years Cooperative Preschool philosophy: Magic Years is a **play-based preschool** featuring an early childhood education program that emphasizes learning through play, exploration, and hands-on experiences. This approach is rooted in the belief that young children learn best when they are actively engaged in activities that are meaningful and enjoyable to them.*

*Rather than focusing on formal academics or rigid instruction, play-based programs foster **social-emotional, physical, cognitive, and language development** through guided and free play. Teachers in a play-based preschool act as facilitators—observing, guiding, and extending children's learning as they explore their environment.*

We are seeking a candidate with a strong understanding of a play-based preschool that lays a strong foundation for kindergarten readiness while nurturing the whole child—intellectually, emotionally, socially, and physically—through joyful, purposeful play.

Key Responsibilities:

- Assist the Lead Teacher in planning and implementing age-appropriate lesson plans and activities.
 - Support classroom management and maintain a safe, clean, and organized learning environment.
 - Supervise children at all times, ensuring safety and well-being.
 - Help children with daily routines such as classroom activities, toileting, handwashing, snack, and lunch.
 - Encourage positive interactions and guide children's behavior using supportive, developmentally appropriate methods.
 - Observe and document children's progress and behavior; report observations to the Lead Teacher.
 - Prepare and organize instructional materials and supplies.
 - Communicate effectively with parents, staff, and children.
 - Attend staff meetings, training sessions, and school events as required.
 - Perform light cleaning duties to maintain a hygienic environment.
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Qualifications:

Required:

- High school diploma or equivalent
- MA early childhood certification or credentials (EEC certificate)
- Strong communication and interpersonal skills.
- Ability to perform physical tasks associated with childcare.
- CPR and First Aid certification (or willingness to obtain).
- Must be able to pass suitable CORI, SORI
- Experience working with young children in a childcare or educational setting

Preferred:

- Coursework in Early Childhood Education
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Skills:

- Patience, flexibility, and a nurturing disposition.
- Ability to follow directions and work effectively as part of a team.
- Passion for early childhood development and education.

How to Apply:

Please submit the following required materials to The Hiring Committee at magicyearscoop hiring@gmail.com:

1. **Resume:** A current CV detailing your relevant experience.
2. **Cover Letter:** A brief letter outlining your philosophy on **play-based learning** and how your experience aligns with our program's needs.

We will begin reviewing applications immediately. Due to the urgent need for this temporary position, we encourage prompt submission.
