

## **Temple Rodef Shalom Early Childhood Center**

Temple Rodef Shalom is a Reform Jewish Congregation located in the Northern Virginia suburbs just outside Washington, DC. Since our founding in 1962, we have grown into the largest Jewish congregation in Virginia, serving over 1,750 households. We serve 200 families in our Early Childhood Center, nearly 800 families in our Religious School, over 300 campers (ages 4-13) and nearly 150 staff each summer, and hundreds of people walk through our doors to pray, sing, learn, connect and mark life cycle moments.

Temple Rodef Shalom Early Childhood Center has celebrated over 50 years of working with children.

### **Description**

- The assistant teacher is part of the teaching team and is assigned responsibilities by the lead teacher.

### **Accountability**

- Must be 18 years of age
- Must fulfill the minimum requirements put forth by Virginia Department of Education
- Must be comfortable with small and digital technology
- Must be comfortable teaching about Jewish traditions

### **Personal Qualities**

- Must be physically able to perform the job of a school assistant teacher, which requires standing extended periods of time, walking, bending, stooping, crawling as well as sitting on the floor with children.
- Must be warm, supportive attitude towards children and their families
- Must be reliable
- Must be flexible to adapting changes in the program
- Must be willing to accept supervision in order to improve work performance
- Must be willing to perform other duties as needed

### **Responsibilities**

- To assist the lead teacher in establishing and maintaining a safe and healthy learning environment including required teacher/student ratio
- Maintains school materials and reports items that are in need of repair
- To assist the lead teacher in advancing physical and intellectual competence
- To assist the lead teacher in supporting social and emotional development
- Treat each child with dignity and respect, considering each child's individual needs
- Helping children think creatively, solve problems independently, and learn to respect themselves and others

- Help ensure a well-run program under the direction of the lead teacher and ECC Director
- Helps prepare the learning environment with needed materials
- Helps with general classroom housekeeping
- Helps supervise the class when the lead teacher is absent

Maintain a commitment of professionalism

- Promotes the school philosophy and objectives stated in the Parent Handbook, Employee Handbook and Core Values
- Attends faculty meetings, workshops, and professional development trains provided by the school
- Checks and responds to professional emails within 24 hours
- Maintains strict confidentiality concerning children and their families. Refers families to the lead teacher regarding any questions about their children
- Recognizes that you cannot put anything on social media

### **Education and Experience**

- High school diploma required
- Experience working with children

Temple Rodef Shalom is an Equal Opportunity Employer. We are committed to creating an accepting and inclusive environment. The Temple does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. Employment is decided based on qualifications, merit, and business need.