



**Now Hiring - Assistant Teachers for K-3 classrooms**

**Job title: Assistant Teacher**

**Work Location: Center for Creative Education**

**Department: The Foundations School**

**Reports to: Director of Schools**

**Full-time, Temporary: M-F, 9:00am-6:00pm**

**Essential Duties and Responsibilities:**

The Foundations School, part of Center for Creative Education in Northwood Village (West Palm Beach) is an independent school, serving students in kindergarten through third grade.

**Our mission:** Transforming teaching and learning through creativity and the arts.

We are seeking highly-qualified assistant teachers/education paraprofessionals to work with students in small groups, provide student supervision, engage students in creative play and art, and assist with general day-to-day school preparation tasks.

Qualities of the ideal candidate include:

- College degree preferred; coursework in education is beneficial
- Experience working in schools with students in grades Kindergarten through Grade 3
- Kind, caring, and patient
- Team-oriented
- Self-starter who takes initiative to complete tasks
- Flexible, collaborative, and open-minded
- Experience leading small groups and/or working with students one-on-one
- Knowledgeable of Social Emotional Learning (SEL); exposure or training using Responsive Classroom
- Arts background or art-related experience preferred
- Bilingual or multilingual preferred

**Position details:**

- Full time, benefits: health, retirement, holidays/personal time off
- In-person, on-campus, with small class sizes and thorough COVID-19 safety precautions (daily temperature checks for all students and staff, frequent hand-washing and sanitization of surfaces, students spaced appropriately, and no co-mingling of classroom cohorts to maintain social distancing and prevent potential exposure)
- Contract hours: Monday through Friday, 9:00am - 6:00pm
- Start date: Immediate
- \$15 per hour
- Full hour for personal lunch; 15 minute break

**Education and/or Work Experience Requirements:**

- Bachelor's Degree
- Minimum of 3 years relevant experience working with children in grades K-5
- A comprehensive understanding of child development
- Must successfully pass Level II background check and be cleared through E-verify with Homeland Security.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.

**Send resume and cover letter to:**

Dr. Kevin Kovacs, Director of Schools

[kevink@cceflorida.org](mailto:kevink@cceflorida.org)

The Foundations School @ Center for Creative Education

425 24th Street, West Palm Beach, FL 33407

(561) 805-9927 ext. 118