

TITLE: Preschool Teacher Assistant



雙文教育系統
The Shuang Wen
Academy Network

About us:

Founded in 1996 as a non-profit, community-based organization, SWAN's goal has been to conduct academically enriching, Mandarin Immersion After-School, Pre-School, and Summer Programs. SWAN's long-term vision is to prepare students in both English and Mandarin, American and Chinese cultures, so that they may participate fully in an increasingly global environment.

The Position:

The Teacher Assistant reports directly to the Preschool Director. They will be responsible with assisting the assigned Teacher with the following responsibilities:

- Assist Teacher and provide classroom materials for students to explore and learn.
- Understand the basic principles in guiding behavior to promote a positive classroom environment.
- Lead and encourage participation of songs and classroom activities.
- Serve as role models to the students.
- Design and maintain various bulletin boards to display students' artwork and monthly activities.
- Keep the classroom neat, clean, and organized.
- Greet parents and effectively communicate program announcements to them.
- Additional administrative tasks as needed by the Teacher or Preschool Director.

Qualifications:

- Must pass a full background check including fingerprinting.
- Must be at least 18 years of age with high school or above education.
- Strong verbal and written communication skills.
- High energy, engaging and the ability to multitask.
- Experienced in working with children under the age of 5 in an educational program.
- Detail oriented, self-starter with the ability to think outside the box.
- Preferred English/Chinese bilingual skills and bicultural capabilities.

Schedule: 20-35 hours per week

How to Apply:

Interested candidates should please email a resume and a cover letter to the SWAN Office:

Info@swan-nyc.org

Subject: Preschool Teacher Assistant Posting