Available Position: Child Development Center Assistant Teacher (full-time)
Department: Child Development Center
Reports to: Director of the Child Development Center
FLSA Classification: Non-Exempt (Hourly)
Full/Part-time: Full-time (12 months)
Date Posted: January 12, 2022
Start Date: January 2022

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
Hockaday is seeking one full-time teacher for our Child Development Center (CDC). Children range in age from 6 weeks to five years. The class sizes are small. The teachers will support each other by following the lesson plan and caring for the young children in the CDC.

Essential Functions:
- Supervise and ensure the safety and wellbeing of the children
- Remain aware of the needs of the children as individuals and as a group
- Support children’s emotional and social development, encourage understanding of others and positive self-concepts
- Active hands-on involvement with children including diapering, hand washing, singing, and playing
- Assist in preparing food for children, serve meals and refreshments to children, and regulate rest periods
- Assist with keeping the classroom organized and storing toys and materials to ensure order in activity areas
- Organize and participate in outside activities, such as games, gardening, outside play
- Be familiar with and follow all the Center’s policies
- Keep the Director of the CDC informed in advance of program needs
- Handle discipline promptly and in accordance with stated policies
- Other duties as assigned
Qualifications/Experience:

- Associates degree in child development or at least two years of experience working with young children or in a childcare setting
- Obtain and maintain current first aid and CPR certification
- Working knowledge of child development and relevant benchmarks that accompany child growth
- Must be able to relate to children and respect each child as an individual
- Must have the ability to complete appropriate training as required by the State of Texas on an annual basis
- Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including young children, students, co-workers, parents, alumnae, volunteers, and the public.
- Ability to follow detailed instructions and procedures and work independently
- Basic understanding and ability to use computers and technology such as email and office equipment
- Adaptability, honesty, teamwork, energy, enthusiasm, dependability, flexibility, willingness to listen and learn, work ethic, patience, a sense of humor, and congeniality are essential
- Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks.

Training:

- Participate in all requisite School trainings prior to the start of the school, and throughout the School year.
- Attend required staff development and training sessions throughout the year. Attend periodic in-service meetings.
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School.
- Abide by Hockaday’s Code of Ethics and Conduct.
- Commit to the ideals expressed in Hockaday's Tenets of Staff Excellence

Physical Requirements and Work Environment:

- Regularly works in standard classroom conditions and climate and occasionally works outdoors in varying weather conditions and climate
- Regularly uses close and distance vision to observe children from various distances
- Frequently required to move around the classroom and position oneself to work with small children on the floor
- Ability to respond and react appropriately to verbal outbursts, physical actions or bodily fluids as a part of the childcare environment
- Ability to frequently lift, carry, hold, and move students and items weighing up to 45 lbs. across the classroom
- Ability to push a stroller occupied with up to six children
- Ability to recognize and react calmly and effectively in hazardous or dangerous situations
- Work in an occasionally stressful environment, effectively dealing with a wide variety of challenges and a varied and diverse array of contacts
- Stamina to maintain attention to detail despite interruptions
- Ability to occasionally work flexible hours to complete required training, attend evening meetings, or perform other duties as assignedAbility to maintain appropriate boundaries with students, fellow staff and community members
Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.