



Columbus School for Girls

PYC Teaching Aide

Part-time, 25 hrs/week, 10 month

Effective August 2018

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae. CSG's 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with artistic, civic, and shopping experiences. Having just completed a strategic plan to guide the School's direction over the next several years, CSG offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in Central Ohio. This combination of academics and skills ensures that CSG students will be well prepared for life beyond CSG. The Program for Young Children (PYC) serves more than 75 children, aged three- to six-years-old.

Columbus School for Girls seeks to hire an energetic and creative part-time **PYC Teaching Aide** to begin in the 2018-2019 academic year. This position is a part-time, 10 month position, following the faculty calendar, with 25 hours/week. CSG offers a competitive salary and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

The Teaching Aide will support the PYC in 2018-2019 by working with the Kindergarten (5/ 6) class in the following ways:

- Work collaboratively with teachers in the classroom and the Program for Young Children to provide the highest quality education and care for the children in the PYC.
- Supervise students to ensure their safety and well-being.
- Support and extend student work in the classroom in a questioning and reflecting manner inspired by the Reggio Emilia approach.
- Willingness to support and guide children to research and express their ideas through multiple languages: clay, wire, paint, fiber arts, and technology (video, storytelling, photography, computer programs, coding, 3D printing)

Additional responsibilities may include:

- Prepare snack in the morning before school.
- Prepare the classroom in the morning and help clean in the afternoon.
- Help maintain the classroom, materials, Columbia House and the playground.
- Transport students to PE, music, library and lunch.
- Take and type notes and photographs for documentation.
- Organize photos and typed documents on the computer.
- Assist teachers with notebooks and assessments.
- Attend planning, division, department and full faculty and staff meetings, as requested
- Participate in field trips.
- Participate in CSG traditions and events.



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- Attend parent meetings when requested.
- Participate in Admission events.
- Perform administrative duties such as assisting in Before Hours, lunch, recess, and student pick-up
- Participate in field trips and CSG traditions and events as necessary
- Other duties as assigned by the Director of the PYC

Experience, Characteristics, Qualities:

- In current pursuit of a bachelor's degree, or in possession of an associate's degree required; bachelor's degree preferred; preferably with background in early childhood; Strong candidates will have classroom experience
- An understanding of the value of an all-girls education and the eagerness to learn about the best ways to help young women of promise to reach their full potential as learners and leaders
- Excellent communication skills, a genuine appreciation for and an understanding of the development of young children, a sense of humor, and the ability to work well within a diverse, collaborative environment

Other Requirements:

- Will receive certification in CPR, First Aid and other requirements for ODE licensing upon hire
- Ability to lift or run after a child
- Go outside in inclement weather
- Travel throughout the campus to complete their duties

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email hr@columbusschoolforgirls.org.

Please put **PYC Teaching Aide** in the subject line.

Columbus School for Girls is committed to a policy of non-discrimination and equal employment opportunity to all employees and qualified applicants for employment without regard to race, color, sex, pregnancy, religion, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, genetic information, veteran status, military service, military status, application for military service, or any other status protected by applicable law. The School makes reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.