

Peninsula School

An opportunity is available as a **Nursery Assistant Teacher** at [Peninsula School](#), a leader in progressive education since 1925. At Peninsula, Nursery-8th grade children thrive and develop to their full promise as confident contributors in the world, learn about themselves and others, discover their passions, and grow intellectually in an inclusive community rich with choices, exploration, and play.

It is an exciting time as Peninsula School approaches its centennial in 2025. We invite you to apply for this position or other opportunities posted on our website: [Join Our Team](#). See the difference choice makes. Come explore the outdoors and grow within the nurturing environment of Peninsula School.

Job Title: Assistant Nursery Teacher, Part Time

Position Overview:

Peninsula School's [Nursery Program](#) is a play-based program for children ages 3-5. This position is in our half-day Nursery Program. Primary responsibilities include: maintaining a nurturing early childhood environment, interacting with individual and group dynamics, and working with other staff to shape and maintain the philosophy and values of the Nursery Program. The Assistant Teacher helps to enrich the children's experience at the school and provides assistance to help the Head Teacher effectively carry out the program. The school views the Teaching Assistant's contribution in the classroom as a critical component of the child's experience.

Primary duties and responsibilities include:

Classroom Duties:

- Implement the class program as directed by the Head Teacher.
- Ensure the safety and well-being of the children.
- Assist children with improving interpersonal relationships and solving conflicts or issues with other children.
- Assist with classroom set-up, clean-up and organization in order to maintain a clean, attractive, well-equipped nursery environment conducive to each child's individual growth.
- Carry out the philosophy of the school, including fostering a love of learning, promoting the child's independence, and demonstrating a respect for the children.
- Supervise children within the nursery environment and engage children in age-appropriate activities. For example:
 - Guide and assist children in arts and craft projects.
 - Assist the children with the transitions of the day (hand washing, putting away their lunch, heating up food, escorting the children to activities.)
 - Read to a small group or the whole class.
 - Uphold mandated reporter responsibilities per the State of California and Department of Education.
- Perform other duties as directed by the Head Teacher.

Other responsibilities:

- Demonstrate integrity and inspire trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace.
- Maintain good working relationships and communication with nursery and childcare teachers regarding use of mutual/shared classroom facilities.
- Attend staff meetings, in-service meetings, and other meetings as appropriate, according to individual classroom needs.
- Participate in professional development opportunities.
- Read and reply to emails and track hours on an online timecard.
- Contribute to staff collaboration and consensus building.
- Follow Head Teacher guidance to uphold licensing requirements essential to program operations.
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.

Required Qualifications :

- Current and ongoing CPR and first aid certification.
- Completion of 12 ECE units (including core classes: Child Development; Child Family & Community; Program/Curriculum) is required.
- A year of work experience in a play-based nursery school, licensed childcare center, or similar program is preferred.
- Total resonance with the mission, vision, and values of Peninsula School and progressive education including a demonstrated commitment to diversity, equity, and inclusion.
- A willingness and ability to be responsive and flexible in meeting families' needs
- Demonstrate complete integrity and inspire trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace.
- Display initiative, internal motivation, flexibility, curiosity, and an approach to learning and growth.
- Be punctual and dependable.
- Initial and continued criminal background clearance by DOJ and FBI.
- Initial and continued tuberculosis clearance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is required. While performing the duties of this job, the employee is regularly required to sit; use hands, talk and hear. The employee is frequently required to reach with hands and arms. On occasion, the employee is required to stand, walk, stoop, kneel, or crouch. The employee is required to work in close proximity to others. The role may also require the employee to work in inclement weather during special activities and/or work at a desk for extended periods of time.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to sit (sometimes for extended periods); stand; walk on a variety of surfaces; climb stairs, bend and squat when communicating with younger students; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

The noise and activity level in the work environment is variable, with times of quiet and times of high stimulation and activity. The mental and emotional demands of the position are considerable. The employee will interact with individuals in heightened emotional states and will encounter complex and emotionally challenging situations involving children and adults.

To Apply

Peninsula School is an equal opportunity employer and we actively promote the principles and practices of diversity throughout the school community. We offer competitive compensation and a progressive community dedicated to learning and engaged citizenship.

(<http://www.peninsulaschool.org/dei>) We encourage people of under-represented groups to apply. Please fill out an employment application

<https://www.peninsulaschool.org/s/PS-Application-for-Employment-2018-V02.pdf> and send it with a cover letter and resume to HR@peninsulaschool.org.