



Part-Time Teaching Assistant

Hours: Monday–Friday, 8:30 a.m.–1:00 p.m. on school days

Pay: \$17.50 per hour

Term: Start immediately; position ends June 10, 2027

Location: Montessori of New Paltz, New Paltz, NY

Montessori of New Paltz is seeking a dependable, enthusiastic, and caring Part-Time Teaching Assistant to join our school community.

The Teaching Assistant supports classroom routines so that our teachers can focus on giving lessons and working directly with students.

This is an ideal opportunity for an education student, aspiring teacher, or someone with experience working with children who enjoys being part of a collaborative, child-centered school community.

Responsibilities

- Support teachers and students in classrooms serving children ages 3–12.
- Assist with classroom preparation, organization, transitions, and daily routines.
- Help maintain a calm, organized, respectful, and productive learning environment.
- Prepare the school's daily snack, then clean up and properly store snack supplies.
- Supervise students during recess and outdoor activities, with a focus on safety, positive interactions, and inclusion.
- Help develop and lead fun, age-appropriate outdoor games and community-building activities that encourage cooperation, movement, and positive relationships.
- Assist teachers and other staff as needed; help keep classrooms and common spaces clean and organized.

Ideal Candidate

We are looking for someone who enjoys working with children and understands how classroom support helps students and teachers thrive.

The ideal candidate will:

- Have experience with children ages 3–12; education students and aspiring teachers are encouraged to apply.
- Be dependable, punctual, professional, and able to take initiative.
- Enjoy working collaboratively and actively engaging children outdoors.
- Bring creativity to games and community-building activities.
- Have strong communication and organizational skills.
- Be willing to obtain CPR and First Aid certification if not already certified.
- Have their own reliable transportation and be legally authorized to work in the United States.

Schedule and Compensation

The regular schedule is Monday through Friday, 8:30 a.m.–1:00 p.m. on school days, at \$17.50 per hour. The position begins immediately and ends June 10, 2027.

Additional paid hours may be available through 3:00 p.m. for classroom substitute coverage or through 5:00 p.m. for After Care substitute coverage. Additional hours depend on school needs and availability and are not guaranteed.

To Apply please email:

- a current resume
- a brief cover letter describing your interest
- and professional references to admin@montessoriofnewpaltz.com.

Learn more at www.montessoriofnewpaltz.com.

Equal Opportunity Statement

Montessori of New Paltz is an equal opportunity employer and welcomes candidates who are passionate about supporting children, teachers, and families in a Montessori learning community. Applicants will be considered without regard to race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by federal, state, or local law.