

Variable Hours Officer

Columbia University

New York, NY 10027

Assistant Teacher

Part-time

Onsite

\$27.00 - \$27.00 an hour

Posted on August 19, 2025

Organization Statement

Tompkins Then and Now

Tompkins Hall originated as an intimate, part-time, parent cooperative nursery in the 1930's, conceived of by faculty members of Columbia University. We were a play based program then, and have stayed true to that as our foundation. The school day moves at a child's pace, as their expressions and curiosities are our focus.

Tompkins Hall reflected the needs of young families then and now, and so, we have expanded in several ways. We are now a school for children as young as three months of age through children turning 5 years of age. We have a 10 month school year and 6 week summer program. Though our composition has changed, we have remained true to our foundation. We are dedicated to providing children an environment that respects them implicitly, prioritizes their perspectives and invites them to explore the world.

Philosophy

Our school's philosophy draw on three important figures: John Dewey, Lev Vygotsky and John Bowlby. These three people inform us in our beliefs that: all learning is embedded in social interactions; higher order thinking grows from social learning; the teachers' role is to provide achievable challenges for students, and that relationship is both the bedrock and umbrella of our school. We are developmentalists. We design a growing environment for the specific children in

our classrooms. Teachers support children's personal development within the context of the group's evolution. Creative ideas, problem-solving, and negotiating social relationships are the cornerstones of success in a complex and changing world. Our school creates a home for children's ideas and explorations in a developmentally sensitive blending of social interactions, open-ended materials, and extended play times that allow for deep inquiry. Curriculum evolves each year as we link the unique interests of each group of children with the developmental goals teachers keep in mind for each child. Science, music, movement, art, and literacy are embedded in all classrooms.

Job Description

Position Summary

We are seeking a Child Care Worker/Substitute Teacher who will be available to teach during the school year of 2025 to 2026. This role involves providing occasional educational support to young children, fostering their development through age-appropriate experiences.

Responsibilities

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- Interact with children in a child-centered and compassionate manner, ensuring their well-being and engagement.
- Utilize appropriate language and communication techniques to effectively engage with students.
- Collaborate closely with regular staff teachers to ensure a cohesive and supportive teaching approach.
- Demonstrate effective communication skills to engage with children aged between 3 months and 5 years, as well as to interact harmoniously with fellow staff members.
- Respond promptly to requests from teachers and administration, accommodating their guidance and directions.
- Maintain a clean and organized classroom environment, promptly addressing tidying needs as they arise.
- Ensure punctual arrival.
- Be prepared to be working while on the floor, or at small tables.

- Be comfortable going outside with children and in pushing large strollers.
- Other duties as assigned.

Qualifications

Minimum Qualifications

- HS Diploma required.
- Experience working with children between the ages of 3 months- 5 years required.

Preferred Qualifications

- CDA or BA in Early Childhood Education.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please apply using this [link](#).

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