

## **GTA Application**

**ATTENTION PROSPECTIVE GRADUATE STUDENTS,  
EXCELLENT JOB OPPORTUNITIES AVAILABLE AT  
THE TUFTS UNIVERSITY LABORATORY SCHOOLS!  
GREAT EXPERIENCE AND TUITION ASSISTANCE!**

If you are interested in a Graduate Teaching Assistantship at one of the on-campus laboratory schools, read the following descriptions, fill out the attached application and return it as soon as possible to the address below. The application deadline is January 19, 2010, but we are accepting applications NOW!

An on-site interview is required for all applicants. We conduct these interviews in February and March, but if you know you will be visiting the Tufts University campus on an earlier date, please indicate this on your application and we will contact you. Only candidates selected for interviews will receive a response.

- To apply for the GTA position at either of the Laboratory schools, send the application, your cover letter, resume and two letters of reference to:

Electronically to: [GTA@tufts.edu](mailto:GTA@tufts.edu)

Or you may mail hardcopies to:

Debbie LeeKeenan/Polly Smith/Byron Gardner  
Eliot-Pearson Children's School  
105 College Ave.  
Medford, MA 02155

Applicants are strongly encouraged to visit the websites for further information about each program.

<http://ase.tufts.edu/tedcc>  
<http://ase.tufts.edu/epcs/>

**WE LOOK FORWARD TO HEARING FROM YOU SOON!**

# Tufts University

## Eliot-Pearson Department of Child Development

Dear Prospective Graduate Student:

Thank you for your interest in the graduate program at the Eliot-Pearson Department of Child Development at Tufts University. We would like to take this opportunity to let you know about two wonderful teaching positions affiliated with the Department. Our Department is unique in that we have two innovative laboratory schools for young children! Both inclusive settings celebrate the growth and development of each child through an educational philosophy consisting of child-centered, developmentally appropriate curriculum. Child Development students working in either setting will have a fabulous opportunity to enhance their graduate work by combining a hands-on experience with their theoretical course work.

Both schools are looking for qualified applicants to work as Graduate Teaching Assistants (GTA) and One to One Special Education Teachers and we encourage you to apply. At the Educational Day Care Center, it is a two year commitment ((the second year assignment is contingent on satisfactory performance in the role of GTA during the first year) with tuition paid for each year in the GTA position plus an hourly stipend. At the Children's School, the commitment is for two years, with full tuition remission and a stipend (the second year assignment is contingent on satisfactory performance in the role of GTA during the first year). The One to One Special Education Teacher position is a year-long commitment with a paid stipend but does NOT include any tuition remission. Sydney Scholar applicants are encouraged to apply for either or both of the Graduate Teaching Assistantships. Scholarship packages will be determined on a case by case basis.

Let us start by giving you some general information about each of the programs.

### **ELIOT-PEARSON CHILDREN'S SCHOOL**

#### **Program Description:**

The Eliot-Pearson Children's School, located in the Eliot-Pearson Department of Child Development, serves as a model-demonstration facility, providing a teaching training and observation site, and a research facility for teachers, faculty and students. Our program reflects a developmental approach to early education for approximately 85 children, ages 2.9 - 8 years old. We are a diverse and inclusive setting, providing programs for children with special needs. Our teachers strive to create classrooms in which each child can be physically, emotionally and intellectually challenged. We encourage children to interact with materials, peers and teachers in hands-on constructive explorations, promoting children's self-esteem, confidence and natural passion for learning.

#### **Program Statistics:**

### Classroom Information:

- There are 5 classrooms at EPCS:
- ~ Preschool East (five morning a week program for 2.9-3.9)
  - ~ Preschool West (five morning a week program for 3.9-4.8)
  - ~ Afternoon Preschool (Two afternoon a week program for threes and fours)
  - ~ Kindergarten (half day program with optional extended day to 3:00 PM for ages 4.9-6.0)
  - ~ First/Second Grade (multi-age first and second grade class)

### Staff Information:

Each classroom is staffed by a mentor Head Teacher and a Graduate Teaching Assistant. In addition there is typically a third adult in each classroom who is a student teacher, intern, or field-worker completing their practicum experience. In sum, there are 5 head teachers at the school and 8 GTAs. There are also one to one special education teachers in some classrooms to work with individual children. In addition to the classroom teams there are therapists and specialists who work with individual children, staff, and classrooms as needed.

### Schedule of Operation:

The Children's School follows a modified public school calendar. We operate from September to mid-June, and have the typical public school vacation schedule. Part-time programs for children are from 8:30-12:30 AM, and extended-time programs are from 8:30-3:00 PM. We also operate a 6-week summer program from late June through July.

### **GTA Qualifications:**

- EPCS is looking for candidates who
- ~ have prior teaching experience with young children
  - ~ excellent communication/teamwork skills with both colleagues and families
  - ~ knowledge of child development and educational theory
  - ~ interest and enthusiasm for teaching and learning
  - ~ open to new experiences and challenges

### **Job Requirements:**

Graduate Teaching Assistants at the Children's School have a lot of responsibility and function as assistant teachers at the school. GTAs make a commitment of 2 years to the school, working 25 hours a week with the children during the school year calendar. (There are also separate opportunities to work in the six-week summer program.) In addition there are required staff meetings, team meetings, and individual supervision meetings.

# **THE TUFTS EDUCATIONAL DAY CARE CENTER**

## **Program Description:**

Tufts University Educational Day Care Center (TEDCC) offers an innovative, year-round, full-day educational preschool and kindergarten program for children from within the Tufts Community and its surrounding cities. Our Center is located in a state-of-the-art preschool facility on Tufts' main campus. TEDCC is a laboratory school serving an ethnically diverse and international population of children, where Tufts students and faculty can observe, participate in a variety of practice teaching experiences and conduct research. We eagerly seek to serve children with a wide variety of special needs and learning profiles. The child-centered curriculum at TEDCC focuses on the social, emotional, cognitive, and physical development of each child, with a particular emphasis on creating a strong sense of community.

## **Program Statistics:**

### **Classroom Information:**

There are four classrooms at TEDCC with a full enrollment of 84 children.

Green Group (preschool #1) 2.9-3.2 yrs. as of September

Red Group (preschool #2) 3.2-4.0 yrs. as of September

Blue Group (pre-K) 4.0-4.9 yrs. as of September

Kindergarten 4.9-6 yrs. as of September

### **Staff Information:**

Three of the classrooms are staffed by three full-time teachers who hold either a Bachelors or Masters degree in early childhood education or a related field, and a Graduate Teaching Assistant. One of the teachers is the team mentor. The Green Group is staffed by four teachers and there is no GTA position in this classroom. In addition, all of the classrooms have student teachers, interns and fieldwork students; all of whom are graduate and undergraduate students in the Department. We also have One to One Special Education Teachers on our staff. These teachers work with individual children who have been identified as needing more one to one support with various goals in one or more areas of their development. If you are interested in being a One to One Special Education Teacher position, there will be opportunity to indicate this during the interview process.

## **Schedule of Operation:**

The Center is open year round with the exception of twelve holidays. TEDCC is also closed the Thursday and Friday before Labor Day, although staff is expected to spend these two days on-site for orientation and preparation. TEDCC is open Monday through Friday, 8:00-5:30.

## **Graduate Teaching Assistant – Job Description:**

- Work as a member of a teaching team and a larger classroom and school community that includes families, therapists, work study students and field work students.
- Demonstrate an increasing knowledge of educational and developmental theory and school philosophy in their work with individual children as well as large and small groups.
- Develop and maintain inclusive, supportive, respectful, and nurturing relationships with all children and families in the class.

- Maintain communication with families.
- Participate in active, ongoing informal and formal observation of children independently and with team members.
- Incorporate and pursue special interests and talents within the classroom.
- Meet with the mentor teacher on your team on a regular basis to actively evaluate professional growth.
- Develop into confident, capable, skilled and thoughtful teachers who will take on increased responsibilities throughout the year.

### **Job Requirements:**

- Weekly hours:** Monday-Friday, mostly 2:30-5:30, starting the day after Labor Day through May.
- Graduate Teaching Assistants are expected to work as close to full time as possible the week before Labor Day, as this is an important transition, training, and set-up time.*
- Attendance at staff meetings on the fourth Monday of each month, 5:45-8:00.
- Provide child care during our monthly Family Advisory Board meeting, the second Monday of the month, 5:45-8:00.
- We ask GTA's to make two-year commitment, from the end of August 2010 to the end of August 2011 (second year contingent on satisfactory performance in first year.).
- Vacation time is available, and will be explained during the interview process.
- Summer Hours:** (June, July, August) Monday-Friday, you will teach a full day (seven hour shift) to be arranged by you and your team.

### **One to One Special Education Teacher – Job Description**

The Special Education One to One Teacher is an opportunity for a student to work with a child with an identified special need in any classroom at either TEDCC or EPCS. Under the supervision of a mentor teacher, the One to One Special Education Teacher will focus on helping the child to meet and exceed social, emotional, cognitive and physical goals. Students interested in teaching or specific therapy fields are encouraged to consider this position. The hours for these positions vary depending on the individual needs of the child at each site. Compensation includes a stipend, but no tuition remission.

### **One to One Special Education Teachers are expected to:**

- Stimulate the child's overall development through play experiences both in and out of the classroom.
- Facilitate all areas of the child's development by working closely with and helping organize communication between a team of classroom teachers, therapists, and the child's family.
- Support the child with peer interactions, classroom transitions, and completing activity choices through one on one assistance and adapted materials.
- Maintain a close relationship with the entire classroom of children and play a vital role to the whole classroom community.

A Graduate Teaching Assistantship or a One to One Special Education Teacher position is a wonderful opportunity to spend time working directly with children and developing your practical skills. We encourage you to apply. Both Lab Schools will be engaging in a joint application and interview process, however given the requirements of the positions, it is only possible to work at one school during any given year. The hiring process will consist of representatives from both schools reviewing the applications and conducting the interviews. Each candidate will have the opportunity to tour each facility and spend a short amount of time in some of the classrooms, when you attend your scheduled interview.

Thank you for your interest in a Graduate Teaching Assistantship at the Tufts University Laboratory Schools. We look forward to receiving your resume.

Sincerely,

Polly Smith, Director, TEDCC  
Byron Gardner, GTA Coordinator

Debbie LeeKeenan  
Director: E-P Children's School

**Application for GTA position at the Tufts Laboratory Schools**  
(Please return this form with your cover letter, resume, and two letters of reference)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Dates when you plan to visit campus (if known): \_\_\_\_\_