The Lamplighter School
11611 Inwood Road
Dallas, Texas 75229
214-369-9201 fax: 214-369-5540

Title: Transitional First Grade Teaching Assistant
Classification: Hourly, Non-Exempt
Reports to: Director of Early Childhood
Work Schedule: School Year

Summary Description:
This part-time position would be responsible for assisting the Transitional First Grade Teacher with daily classroom activities and material preparation.

Essential Duties and Responsibilities: Other duties may be assigned.

- Escorting students to Special Area Teachers (SATS)
- Assisting with recess duty
- Monitoring class while teacher conducts group work
- Preparing work such as copying, cutting, and laminating
- Providing students with review and/or extra practice
- Providing extra support when needed
- Limited instructional interaction
- Responsible for other duties as assigned by the supervisors and Head of School
- Reports to the Director of Early Childhood

Education and Experience:

- Bachelors degree required
- Excellent command of English language required
- Training in early childhood education as well as experience working with young children preferred

Job Knowledge, Skills, and Abilities:

- Strong organizational skills
- Ability to foster a stimulating, accepting learning environment
- Ability to effectively handle multiple tasks
- Ability to work as part of a team; collaborating with colleagues
- Ability to communicate effectively on a one-to-one basis and via email correspondence

Physical Demands:

- Regularly sit, talk, hear and to visually interact with students, parents, and faculty/staff
- Infrequent light physical effort required