Teaching Assistant

Reports to:  Assistant Head for Teaching & Learning in Early Childhood
FLSA Status:  Hourly, Non-Exempt

Work Schedule:  School Year; M-F 7:00 a.m. – 2:00 p.m.

Position Overview:
Under the supervision of the Assistant Head for Teaching & Learning in Early Childhood, the Part-Time Teaching Assistant will be responsible for assisting the Kindergarten teachers with the preparation of instructional material, planning and implementing daily classroom activities, including assisting teachers with the management of students upon arrival, in the classroom and during recess. Provide supervision during before care hours (7:00am -9:00am) for students signed in for this service.

Job Responsibilities:

- Escort students to Special Area Classes
- Assist with recess duty
- Assist with classroom management while teacher works with individual students and/or small groups
- Conduct instructional exercises assigned by the teacher; work with individual students and/or small groups
- Assist teacher with preparing work materials, copies, etc.
- Provide supervision to students enrolled in Lamplighter School’s before care service, including observing, monitoring, and interacting with students enrolled in before care services Staff before care hours (7:00am -9:00am)
- Understand and support The Lamplighter School commitment to diversity and inclusion
- Perform all other related duties as assigned

Education and Experience:

- Bachelor’s degree required
- Respectful of the school culture
- Excellent command of English language required
- Ability to communicate effectively
- Understand and support the Lamplighter School commitment to diversity and inclusion
- Must be punctual and dependable
- Training and/or knowledge in early childhood education
• Some experience working with young children preferred

Job Knowledge, Skills, and Abilities:

• Must have 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 and willingness to collaborate with colleagues
• Ability to work with limited supervision
• Demonstrated ability to work with people from diverse ethnic groups