



## ST. JOHN'S EPISCOPAL SCHOOL

**Position Title:** Preschool Teaching Assistant

**Date Modified:** March 15, 2021

**FLSA Classification:** Non-exempt

**Reports to:** Director of the Child Development Center, Head of Lower School

### **About St. John's**

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eight. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not only as a School, but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community. Do you dream of becoming the best educator you can be? Of coming to work each day with a sense of mastery, belonging, and purpose? Of working with fun, collegial, collaborative, growth-minded professionals? If so, you could thrive at St. John's.

### **Position Purpose**

This full-time position requires the teaching assistant to work directly with the preschool teachers to support instruction and meet the essential needs of preschool students. The ideal candidate will be a creative, confident, organized, independent individual who is comfortable working with very young children and a team of teachers. This position requires flexibility due to the ever-changing daily needs of young children in a school environment.

### **Key Accountabilities**

- Assist in guiding the development of age-appropriate skills across all curricular areas.
- Foster a culturally-competent classroom by helping to establish and maintain a respectful and conscientious environment.
- Understand and meet the developmental and academic needs of preschool-age students of varying academic, social, and emotional abilities.
- Attend and contribute to regular grade-level, divisional, and all-employee meetings.
- Fulfill other duties as assigned, such as lunch, recess, and carpool duty.



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### Opportunities and Challenges

The preschool teaching assistant plays a pivotal role in the life of a St. John's student. The teaching assistant is a member of the team that helps students develop the habits, skills, and attitudes they will continue to hone throughout Lower School. The teaching assistant must:

- Model the St. John's Code of respect, responsibility, honesty, and care.
- Demonstrate strong listening and verbal communication skills.
- Embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of each individual.

### Growth Mindset

- Collaborate with colleagues on the delivery of curriculum and practice of instructional strategies.
- Demonstrate commitment to personal and professional growth. Able to meaningfully receive, reflect on, and apply feedback to one's professional growth.

### Qualifications

- Coursework in child development or elementary education or experience working with young children in an educational setting; an associate or bachelor's degree is preferred.
- Must meet minimum technology proficiency standards, including the ability to use the Microsoft 365 suite.

### Physical Requirements

- Ability to lift approximately 30 lbs.
- Ability to work for extended periods of time, including weeknights and weekends when required.
- Ability to work with children and adults in indoor and outdoor settings.
- Ability to work in on-campus, home, and field trip settings.

### How to Apply

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Chris Patterson, Chief of Staff

[cpatterson@stjohnsschool.org](mailto:cpatterson@stjohnsschool.org)

214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.