



Position Title: Teaching Aide

Date Modified: September 10, 2021

FLSA Classification: Non-exempt

Reports to: Associate Head for Academic and Student Affairs

About St. John's

St. John's is an independent, coeducational Episcopal school serving up to 500 students in Primary School through eighth grade. 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? 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

There are two part-time teaching aide positions available, and each will require the teaching aide to work five hours each School day for approximately 25 hours per School week, assuming five days in the School week. One teaching aide will work from 7:30 a.m. – 12:30 p.m., and the other will work from 11:30 – 4:30 p.m.

The part-time teaching aide will assist with School-related duties as assigned. Those may include:

- Supervise students ranging from Preschool through eighth grade during lunch, recess, and study halls.
- Attend to carpool needs, either in the classroom or at designated carpool stations.
- Assist with classroom activities or needs as assigned.
- Assist with connection to students temporarily participating in the School's remote Bridge Learning program.



- Provide classroom oversight if a teacher must lead classes from home.
- Substitute as necessary.

Key Accountabilities

- Work approximately five hours each School day.
- Work with students ranging in grade-level from Preschool through eighth grade; respond to their unique needs with attentiveness.
- Demonstrate flexibility and thoroughness in completion of assigned work.
- Fulfill responsibilities associated with student supervision.

Opportunities and Challenges

- Model the St. John's Code of respect, responsibility, honesty, and care.
- Demonstrate clarity in verbal and written communication.
- Demonstrate strong listening skills.
- Embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of each individual.
- Demonstrate commitment to cultural competence through behaviors and attitudes that enable effective cross-cultural interactions.

Growth Mindset

- Collaborate with colleagues on the practice of instructional strategies.
- Leverage the knowledge, skills, and abilities of colleagues in fulfillment of responsibilities.
- Pursue growth in relevant technology skills.
- Demonstrate commitment to personal and professional growth, as well as ability to meaningfully receive, reflect on, and apply feedback to one's professional growth.

Qualifications

- A four-year college degree is preferred.



- Coursework in child development or education is preferred; experience working with children in an educational setting will be considered in lieu of coursework.
- The ideal candidate will be a creative, confident, conscientious, organized, independent, reliable individual who is comfortable working with children and in a team environment.
- Must meet minimum technology proficiency standards, including the ability to work in online Student Information and Learning Management Systems and to use the Microsoft 365 suite.

Physical Requirements

- Ability to lift approximately 30 lbs.
- 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. Pam Jordan, Associate Head of Academic and Faculty Affairs

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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.