



Early Childhood Assistant Teacher

Reports to Director of Early Childhood

Part-time (4.5 hours a day Monday - Friday) | 10-month position

St. George's Episcopal School is a coeducational, independent school serving approximately 385 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.

Position Summary

St. George's Episcopal School is searching for an experienced, enthusiastic and creative Early Childhood Assistant Teacher for the remainder of the 2021-2022 school year. St. George's is seeking candidates who demonstrate a growth mindset and possess strong verbal and written communication skills. The assistant teacher is responsible for assisting the lead classroom teachers with classroom duties. Assistant teachers are vital members of the team and play an important role by allowing for small group instruction and individualized education. Parent communication is the responsibility of the lead teachers; however, the assistant teachers collect, document and provide information for the classroom teachers. Assistant teachers support the daily operations of the classroom and help to maintain a safe learning environment. Assistant teachers work with children ages 3 months to Pre-K4.

Essential Duties and Responsibilities

- Display a nurturing character that supports the applicant's ability to connect with young children, their families and coworkers.
- Be dedicated to the social-emotional and character development of each child.
- Support child-centered curriculum and assist with assessments.
- Continually listen to children; reflect and document the children's process and their work.
- Respond to and initiate the solving of problems through clear and open communication.
- Use the environment as a teaching tool and maintain a safe environment.
- Facilitate Reggio Emilia-inspired classroom curriculum and view of the child.
- Support Project Approach curriculum and small groups.
- Display an appreciation for the project/constructivist learning approach and an ability to integrate real-life learning experiences into the curriculum.

- Demonstrate an ability and willingness to differentiate instruction for students.
- Understand the social and emotional needs of preschool age students.
- Respond to feedback in a positive and open manner; be open to taking risks.
- Perform diaper changes and toilet training duties.
- Follow directions and guidance from lead teachers.
- Assist with small-group lessons.
- Support classroom management in a positive manner.
- Assist with morning carpool.
- Support the division as a substitute teacher when needed.

Qualification Requirements

- Bachelor's degree is preferred but not required
- Experience working with preschool-age children
- Proficiency in Google Docs and iPad as a communication tool
- Positive attitude and eagerness to work collaboratively with full-time teacher, peers and colleagues in developing and planning for instruction
- Excellent knowledge of child development, the latest education theories and practices and current trends in education
- Exceptional communication skills with children and adults

Working Conditions / Physical Demands:

- Must be physically able to operate computers and office equipment
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; frequent sitting, often on the floor
- Occasional lifting up to 30lbs

St. George's Episcopal School as an Equal Opportunity Employer

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

Interested candidates should send a cover letter detailing their educational philosophy and resumé to the Director of Early Childhood, Mrs. Hayley Harang, at Hayley.Harang@stgnola.org