



Lake Highland Preparatory School Position Announcement

Teacher Assistant

About Lake Highland Preparatory School

Lake Highland Preparatory School is Central Florida's premier, private, college preparatory school for Pre-K through 12th grade. When students enter our classrooms, they meet energetic educators who are passionate about what they teach and who focus on developing the greatest potential of each student. Our classes are small, providing the optimal setting for students to be encouraged and inspired.

At Lake Highland Preparatory School, students learn to question, create, challenge, analyze, and speak and write critically. They love learning, and each day we watch them reach for excellence, seek new discoveries, shine on the stage, and thrive in athletics. We not only prepare our students for success in college and beyond, but we also teach them to be compassionate leaders who make ethical decisions.

Mission

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

Vision

Lake Highland Preparatory School develops and empowers students with noble character, keen intellect, and an enduring love of learning to thrive in a highly competitive, widely collaborative and ever-changing world. The school's "whole child" approach fosters confident, competent, and functional citizens who are intellectually, physically, emotionally, and spiritually prepared to pursue their dreams, achieve their full potential, and successfully cope with life challenges.

Summary

Under the supervision of the division-appropriate (Primary or Intermediate) Associate Director and supervising teacher, the Teacher Assistant will help with daily functions as they relate to the classroom and perform tasks to support teachers and the students they serve in providing a safe and effective learning environment. This is a full time, 10-months, non-exempt, fully benefited position.

We encourage applicants from underrepresented groups to apply.

Responsibilities



ESSENTIAL FUNCTIONS

- Work with the homeroom teacher to monitor the class schedule and determine daily tasks.
- Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- Ensure the classroom environment is safe and clean.
- Collaborate with homeroom teachers to recognize issues students are facing and recommend solutions.
- Document student progress and communicate with homeroom teacher to keep them informed.
- Comply with school and class rules and regulations.
- Attend appropriate professional development opportunities, team meetings, and faculty meetings.
- Work with and provide instruction to small groups of students to enhance the learning process.
- Assist children with makeup work.
- Assist homeroom teacher with executing instruction and evaluating its effectiveness.
- Monitor the safety and well-being of students; monitor student attitudes and encourage self-esteem; assist students with becoming increasingly independent.
- Monitor student behavior and helps maintain a positive classroom atmosphere, using Responsive Classroom techniques.
- Assist students with learning; reinforces and clarifies instructions; conducts short sessions on improving learning skills; provides specified accommodations to help meet student learning goals; provides one-on-one assistance as needed.
- Assist teachers with traffic, carpool, playground, and cafeteria duties.
- Willingness to perform other duties as requested by supervisor.

ADDITIONAL RESPONSIBILITIES:

- Assist with student monitoring in all school environments (cafeteria, playground, courtyard, halls, morning arrival/afternoon dismissal, etc.)
- Performs other duties when assigned or requested to do so by supervisor.

Education/Experience

- Bachelor's Degree
- Experience with G-suite and Apple products preferred.
- Must be able to work well with children and have a working knowledge of child development at the level in which they will be teaching.
- Must have excellent communication and people skills.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.



Background Screening: LHPS conducts background checks, including fingerprinting and drug testing and may use a third party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act.

Lake Highland Preparatory School is an Equal Opportunity Employer.