



The Lamplighter School

11611 Inwood Road
Dallas, Texas 75229
214-369-9201 fax: 214-369-5540

Kindergarten/T1 Associate Teacher

Reports to: Assistant Head for Teaching & Learning in Early Childhood

FLSA Status: Exempt

Work Schedule: School Year; M-F 7:45 to 3:45 p.m.

Position Overview:

Under the supervision of the Assistant Head for Teaching & Learning in Early Childhood, the Kindergarten Associate will be assigned to and responsible for assisting a lead Kindergarten or T1 (Primer) teacher with the preparation of instructional materials, planning and implementing daily classroom activities, including assisting the lead teacher with the management of students upon arrival, in the classroom and during recess. This is an excellent entry-level position for teachers planning on building their teaching skills or working towards a master's degree in education through our tuition reimbursement program or taking professional development to continue to grow.

Job Responsibilities:

- 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.
- Plan and teach the Social Studies & Social Emotional curriculum
- Escort students to Special Area Classes
- Assist with recess duty
- Assist in one Pre-K classroom every other day during recess, lunch and nap-time
- Perform all other related duties as assigned

Education and Experience:

- Bachelor's degree required, preferably in early childhood education
- Training and/or knowledge in early childhood education

Job Knowledge, Skills, and Abilities:

- Excellent command of English language required
- Ability to communicate effectively
- Must have strong organizational skills
- Must be punctual and dependable

- Understands and is respectful of the unique school culture
- Ability to foster a joyful, hands-on, stimulating, accepting learning environment with students and faculty from diverse groups
- 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
- Ability to manage a classroom of up to 18 students effectively
- Knowledge of Responsive Classroom techniques
- Demonstrated ability to work with people from diverse ethnic groups