



Teaching Assistant

Department: Lower School
Supervisor: Head of Lower School

Job Type: Full-Time, 10 month
FLSA Classification: Exempt

Position Purpose: The Teaching Assistant position is intended to be an opportunity for an individual new to the teaching profession to gain experience with CDS, students, curriculum and teaching environment to prepare for a lead teaching role in the future.

The Teaching Assistant will help lead teachers in a variety of functions; observing, supervising, disciplining children, etc. The ideal candidate enjoys working with children, understands how they learn, and is dedicated to creating a nurturing learning atmosphere for every student.

Essential Responsibilities:

- Assist in implementing lesson plans based on CDS philosophy and curriculum and the specific needs of each child
- Collaborate with lead teachers to monitor the development of each child
- Work with children, individually and in groups, to promote their learning and development
- When needed, communicate with parents to keep them informed about their child's development and any changes to the regular day-to-day schedule
- Reinforce lessons presented by teachers by reviewing materials with students, pre-teaching and re-teaching as needed
- Help teachers with administrative work such as tracking attendance
- Assist in preparing lessons by getting materials ready or setting up equipment
- Supervise students in a variety of settings to ensure safety and well-being
- Create an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers
- Maintain professional competence by attending staff development programs, curriculum development meetings, and other professional trainings and activities
- Participate in the life of the school through various student and parent activities, including PTO, student clubs and after-school activities
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment
- Meet regular and timely attendance requirements, including occasional evening and other required events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Competencies, and Attributes:

- Bachelor's degree, preferably in Education

- Must demonstrate a nurturing teaching style
- Possess an understanding of the academic, social, and emotional development of young children
- Strong understanding and utilization of appropriate customer service skills within an independent school environment
- A high degree of professionalism, discretion, and integrity, both in and outside of the classroom
- Ability, willingness, and judgment to interact and communicate effectively and professionally with all constituents in a school environment
- Enthusiasm and commitment to the vision, mission, and philosophy of the School

Physical Requirements and Work Environment:

- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold
- Work in a highly involved and busy environment dealing with a wide variety of challenges and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Must have the ability to sit and stand for extended periods of time
- Must exhibit manual dexterity to enter data into a computer
- Spend time sitting on floor or child size furniture; crawl, kneel, stoop, and bend
- Ability to speak in audible tones that others may understand clearly in normal classrooms, outdoors and on the telephone
- Ability to visually and audibly monitor children in classroom, playground, car line, and other school areas
- Ability and willingness to come in contact with children who may be ill/contagious
- Be able to occasionally lift up to 30 lbs including young children

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send resume and statement of interest to Dawn Wilson, Head of Lower School: dwilson@cdspatriots.org