

Deerfield-Windsor School

Opportunity Statement & Job Description

Pre-Kindergarten Teaching Assistant

Deerfield-Windsor School exists to inspire in its students a passion for learning, a commitment to personal integrity and a sense of social responsibility.

For over 50 years, Deerfield-Windsor has served the Southwest Georgia community, helping students grow intellectually, morally, creatively and physically. The school's combination of academic, artistic and athletic rigor ensure that students can pursue their passions. Deerfield-Windsor enrolls approximately 550 students on two campuses.

The Pre-Kindergarten Teaching Assistant assists the lead teacher in planning and organizing the instructional program that advances the intellectual, emotional, social, and physical development of each student in the class.

Desired Qualities: The Pre-Kindergarten Teaching Assistant will

- be an engaged learner, active team member and collaborative decision-maker.
- model flexible and adaptable behavior in classroom activities and experiences.
- understand and advocate for Deerfield-Windsor's Mission in all situations.
- be a clear communicator who possesses excellent listening, verbal and writing skills.
- foster an environment of creativity, innovation and openness to new ideas.
- be a relationship-builder, demonstrating personal flexibility and a sense of humor.
- be detail-oriented and have strong organizational skills.
- maintain confidentiality in all situations.
- possess cheerful demeanor and creative energy.

Required Qualifications: The Pre-Kindergarten Teaching Assistant will

- possess a Bachelor's degree, preferred.
- possess experience in independent schools or related.
- demonstrate passion for working with children and an understanding of the developmental needs of the age group.

Primary Duties & Responsibilities: The Pre-Kindergarten Teaching Assistant will

- assist with planning and preparing lesson materials, lesson plans, and experiences that facilitate active and meaningful learning.
- collaborate with the lead teacher to establish continuity with the curriculum and primary grade level experiences.
- assist enrichment teachers to establish meaningful connections for learning.
- monitor students during enrichment activities, transitions, and other activities.
- lead small group activities as needed.
- partner and communicate proactively and effectively with parents.
- support the Deerfield-Windsor Mission through teaching and participating as a member of the faculty.

- perform other duties as assigned by the lead teacher and Lower School Director.

Application Process:

The position is available on August 1, 2023 and will remain open until filled. Compensation is competitive and is commensurate with experience. Please email a resume, complete application (available on DWS website), and contact information for at least three professional references to:

Marie Knight, Director of Lower School
Deerfield-Windsor School
1733 Beattie Road
Albany, GA 31721
marie.knight@deerfieldwindsor.com

No phone calls, please.

Deerfield-Windsor School does not discriminate on the basis of disability, race, color, creed, national origin, religion, gender identity, veteran status, sex, age, or sexual orientation in employment, admission of students, or in providing its services in any manner. Deerfield-Windsor School is an Equal Opportunity Employer.