



## Grade Level Teaching Assistant

Carrollwood Day School has an immediate opening for an emerging educator to join our Lower School as a Grade Level Teaching Assistant. The ideal candidate enjoys working with children, understands how they learn, and is dedicated to creating a nurturing learning atmosphere for every student. The Grade Level 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.

### 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
- Substitute for classroom teachers, as needed
- When needed, communicate with parents to keep them informed about their child's development and any changes to the regular day-to-day schedule (Seesaw, S'more newsletter)
- 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, copying, laminating, etc.
- 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
- Model and foster professional standards of communication, personal presentation, punctuality, professional courtesy, collegiality, respect, and discretion.
- Participate in the life and community 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, including 401K with immediate 5% match, paid time off, and professional development opportunities. Qualified candidates should send resume and statement of interest to Dawn Wilson, Head of Lower School, [dwilson@cdspatriots.org](mailto:dwilson@cdspatriots.org) and Anita Pittman, Director of Human Resources, [apittman@cdspatriots.org](mailto:apittman@cdspatriots.org).